



**Policy Name:** Research Grants

**Date Approved:** 29 May 2006

**Review Date:** November 2008

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## 1.0 PURPOSE

The purpose of this policy is to outline the awarding of Research Grants by the Neurosurgical Society of Australasia including eligibility, selection, reporting, duration and other conditions.

## 2.0 BACKGROUND

NSA Research Grants are established with funding from companies or from the NSA Research Foundation directly for NSA Members in Australia and New Zealand. The establishment of sponsored NSA Research Grants are governed by the Sponsorship Agreement between the sponsor and the Neurosurgical Society of Australasia and Research Foundation.

## 3.0 STANDARD POLICY

### 3.1 Eligibility & Application Conditions

- 3.1.1 Applications must be on the application form available from the NSA website at [www.nsa.org.au](http://www.nsa.org.au) and must be received in hard copy prior to the advertised closing date for applications.
- 3.1.2 The Grant may be awarded for individual or collaborative neurosurgical research undertaken in Australia and/or New Zealand. The principal investigator submitting the application must be a current financial Full or Provisional Member of the NSA.

### 3.2 Selection Criteria & Process

- 3.2.1 The recipient shall be chosen on the basis of the merit of the research and the researcher(s). An interview may take place as part of the selection process.
- 3.2.2 The selection committee will consist of a maximum of three representatives from the NSA and two representatives from the sponsoring company.
- 3.2.3 Each member of the selection committee will score each application on an official score sheet using a pre determined scoring scale between 1 (being poor) and 5 (being excellent) for the following criteria:
  - (a) Quality of the research & research plan
  - (b) Standing of the researchers
  - (c) Significance of the research
  - (d) Potential Impact for neurosurgery
- 3.2.4 The scores provide by each member of the selection committee will be combined to provide an overall ranking of applications. The highest ranking applications will be successful. If two or more applications are equally scored the final decision will be determined by the President of the NSA.
- 3.2.5 The decision of the selection committee will be final. The scores will not be released.

- 3.2.6 The Grant will only be awarded if, in the opinion of the selection committee, there is an applicant of sufficient merit.

### **3.3 Duration & Timing**

- 3.3.1 The duration of the Grant is for 12 months.
- 3.3.2 The commencement date for the Grant is January 1. Under exceptional circumstances the NSA may approve a deferment of commencement of the Grant for no more than one month on consideration of a written application.

### **3.4 Reporting & Sponsors Recognition**

- 3.4.1 The payment of the Grant is conditional upon the recipient providing to the NSA with two (2) reports annually, in the requested format, on the research undertaken. The first report will be due in June and the second report (of publishable quality) will be due in February.
- 3.4.2 The reports may be published, at the discretion of the NSA, on the website [www.nsa.org.au](http://www.nsa.org.au) and in the NSA Newsletter. All publishing of the reports will give due recognition of the sponsors and include the sponsors logo.
- 3.4.3 Failure to provide the reports by the due dates or in the requested format will result in the recipient(s) being ineligible for any further financial assistance from the NSA and, at the discretion of the NSA, may require the full or part refund of the Grant payment and the termination of the Grant.
- 3.4.4 The sponsor, NSA and the Research Foundation shall be duly acknowledged in any advertising, publications or media related to the research study for which the Grant was awarded.

### **3.5 Ethics Approval**

- 3.5.1 The NSA must receive documentary evidence where applicable of ethical approval from the Ethics Committee of the Institution concerned to approve that the project conforms to the general principles set out in the NH&MRC "Statement on Human Experimentation" and/or the "Australian Code of Practice for the Care and Use of Animals for Scientific Purposes".
- 3.5.2 No payments for the Grant shall be paid until documentary evidence has been received.

### **3.6 Grant Termination**

- 3.6.1 Failure to comply with any of the conditions of this Policy may automatically result in the termination of the Grant.
- 3.6.2 The NSA may, at its discretion, for what is considered grave cause, suspend the tenure of the Grant for such time as thought fit, or deprive the recipient of the Grant. From the date of either of these decisions, the entitlement to the Grant shall cease.
- 3.6.3 Upon termination or resignation for any reason the recipient may be required to refund part or all of the monies paid as part of the Grant within four (4) weeks of notification from the NSA.

### **3.7 Grant Acceptance**

- 3.7.1 The recipient will be given a Grant Agreement. In signing the Agreement the recipient is certifying that:
- (a) the information supplied in the Grant application is true and correct;
  - (b) they understand that any information relating to the Grant and/or research study may be disclosed to internal and external parties who provide

administrative or organisational support, or where the NSA is required to do so by law;

- (c) they consent to the NSA verify the information provided in relation to the grant with external institutions or individuals, and gather additional information in relation to the applicant, research study or funding;
- (d) they have read the terms of this Policy and the Agreement in detail and understand and agreed to abide by the Policy and the Agreement.

#### **4.0 FINANCIAL POLICY**

##### **4.1 Value & Payment Arrangements**

- 4.1.1 The Grant will normally be for a \$AUD 30,000.
- 4.1.2 Payment of the Grant shall be made in two equal installments during January and June on receipt of a valid tax invoice, provided the conditions outlined in items 3.4 and 3.5 are satisfied. The tax invoice must be made out to the "Neurosurgical Society of Australasia Research Foundation".
- 4.1.3 The Grant payments will be made by direct credit to the institution or individuals bank account details provided on the tax invoice.
- 4.1.4 The recipient(s) must refer to their financial or taxation advisor to ascertain the taxability of the Grant. The NSA takes no responsibility for any taxation related to the Grants or taxation advice.

##### **4.2 Funding Arrangements**

- 4.2.1 The Grant will be funded in accordance with the Sponsorship Agreement between the sponsoring company, the NSA and the NSA Research Foundation.