



Policy Name:	Eccles Lectureship in Neuroscience
Date Approved:	July 2006
Review Date:	July 2008

1.0 PURPOSE

The purpose of this policy is to outline the awarding process and financial management for the Eccles Lectureship in Neuroscience.

2.0 BACKGROUND

The Eccles Lectureship in Neuroscience was established in 1992 to build relationships and to stimulate interaction between clinical and basic neuroscientists in Australia and New Zealand. There was no nomination in 2007 and as such the rotation was deferred for one year. This change is reflected in the policy.

3.0 STANDARD POLICY

3.1 Nomination Process

- 3.1.1 One lecturer shall be appointed annually with the Australian Neuroscience Society nominating for even years and the Neurosurgical Society of Australasia for odd years.
- 3.1.2 Nominations for each year must be forwarded to the President's of the two societies, the Head of the Division of Neuroscience at the John Curtin School of Medical Research and the Director of the Neurosurgical Unit at The Canberra Hospital for support prior to June in the year preceding the award.
- 3.1.3 Support must not be unreasonably withheld by any party without due cause which must be clearly documented to the nominating society for consideration.
- 3.1.4 Once support has been received from those identified in item 3.1.2 a formal invitation may be forwarded by the President of the nominating Society to the selected lecturer. Informal approaches may be made prior to the submission of the nomination to confirm acceptance if selected.
- 3.1.5 It is expected that the lecturer for each year will have accepted their commitment prior to July of the preceding year.

3.2 Lecturer Requirements

- 3.2.1 The lecturer shall be either a basic or a clinical neuroscientist, preferably working in Australia or New Zealand or with a strongly established connection with one of those countries.
- 3.2.2 The lecturer will be expected to attend and participate in the annual meetings of the Australian Neuroscience Society (February) and the Neurosurgical Society of Australasia (September) and to deliver an appropriate lecture during each of those meetings.
- 3.2.3 The lecturer will be invited to visit Canberra following one of the meetings to discuss research in the Neurosciences. Such visits will be arranged by the Head of the Division of Neuroscience at the John Curtin School of Medical Research.
- 3.2.4 Nominees put forward by the Neurosurgical Society of Australasia should be able to provide a clinical perspective to the area of neuroscience research.

4.0 FINANCIAL POLICY

4.1 Lectureship Inclusions

- 4.1.1 The two societies will provide complimentary registration to their respective meetings for the lecturer.
- 4.1.2 The Lectureship provides for return business class airfares from the recipient's place of residence to the meetings and to the Canberra visit. The Lectureship does not cover the cost of an airline ticket for the recipients spouse or partner. However, if the recipient elects to travel economy class the Lectureship will provide for two return economy class tickets.
- 4.1.3 The Lectureship provides for accommodation costs incurred during the meetings and the visit to Canberra and all costs associated with meals and official social events associated with the meetings for the recipient and their partner up to a maximum of \$AUD325 (including GST) per overnight stay required. The Lectureship does not provide for the cost of entertainment not directly organised by the societies or overseas and interstate telephone calls.
- 4.1.4 The Lectureship provides for reimbursement of additional travel expenses or hire car expenses as required.

4.2 Reimbursement of Expenses Incurred

- 4.2.1 The Lecturer may complete a Neurosurgical Society of Australasia Research Foundation Claim Form and submit the form, accompanied by all original tax invoices and receipts (photocopies are not accepted to comply with taxation law). Reimbursement will not be paid without this documentation and will only be paid on expenses incurred.
- 4.2.2 Alternatively, the Lecturer may wish to issue a Tax Invoice with an ABN from their practice company to the Neurosurgical Society of Australasia Research Foundation. In this situation, the tax invoice will need to be supported with copies of the tax invoices and receipts to substantiate the expenses being reimbursed. Please note that the reimbursement would be to the company raising the tax invoice and not the claimant.
- 4.2.3 Claims for reimbursement of expenses must be submitted to the Neurosurgical Society of Australasia Research Foundation within four weeks of the travel date.

4.3 Corpus for the Lectureship

- 4.3.1 The corpus for the Lectureship will be held in trust by the Neurosurgical Society of Australasia Research Foundation Ltd. The corpus will be invested, as deemed appropriate, by the Neurosurgical Society of Australasia Research Foundation Ltd Honorary Treasurer. Interest generated from the corpus will be retained by the corpus and expenses incurred relating to the Lectureship deducted from the corpus.
- 4.3.2 An annual financial report will be generated during December each year and forwarded to the identified contact officers within this policy. The report will identify the expenditure, investment income and corpus balance.
- 4.3.3 The Lectureship will remain active until such time as the corpus has been exhausted.

5.0 CONTACT OFFICERS

Alternations to this policy should be reviewed by the following contact officers prior to processing approval:

President of the Neurosurgical Society of Australasia
President of the Australian Neuroscience Society
Mr Raymond Newcombe, Founding Member of the Lectureship
Head of the Division of Neuroscience, the John Curtin School of Medical Research