

## MACDONALD OBSTETRIC MEDICINE SOCIETY BURSARY: TERMS OF REFERENCE

### 1.0 PURPOSE OF FUND

The purpose of the bursary is to assist MacDonald Obstetric Medicine Society (MOMS) members in pursuing education, training, learning, research, or clinical practice improvement in an area of obstetric medicine and aligned to the mission statement of MOMS.

### 2.0 FUND DETAILS

#### 2.1 ELIGIBILITY CRITERIA

The applicant must:

1. be a current member of MOMs
2. provide a proposal detailing
  - a) How the funds will be used and over what time period
  - b) The justification for why this bursary is required
  - c) How the project or activity aligns with the mission statement of MOMS
  - d) The risks to the project and how these will be mitigated
3. Provide a receipt for the materials or registration fee bought
4. Agree to providing a short report on how the funds was used which maybe used on the MOMS website

#### 2.2 VALUE OF THE AWARD

In total, the budget for the fund is £5000 per annum (calendar year). The applications for any sums up to this amount will be considered.

#### 2.3 NUMBER OF AWARDS

The number of award recipients shall vary and it is anticipated this award will be shared among several applicants, depending on the number of applicants and the exhaustion of the fund.

#### 2.4 FREQUENCY OF THE AWARD

The award will be made annually, paid on receipt of a receipt, or in exceptional circumstances, an invoice.

### 3.0 APPLICATION PROCEDURE

3.1 Applications shall be submitted through [macdonaldobstetricmedicine@gmail.com](mailto:macdonaldobstetricmedicine@gmail.com)

3.2 Applications windows will be 1-31<sup>st</sup> March and 1-30<sup>th</sup> September each year with a decision made within a month of the application window closing

3.2 Applicants who may be eligible may be contacted by the MOMS Executive Committee to provide additional supporting documentation.

#### 4.0 FINANCIAL ARRANGEMENTS

4.1 The MOMS Executive Committee shall publish a list of award recipients and the value of their award at the MOMS AGM annually

4.2 Disbursements through e-transfer shall be the responsibility of MOMS treasurer

#### 5.0 EVALUATION OF APPLICATIONS

5.1 Applications shall be assessed by the MOMS Executive Committee, and they shall make decisions on a consensus basis.

5.2 Applications shall be ranked by merit (as assessed against the eligibility criteria). Funds shall be allocated according to this order until the fund is exhausted.

5.3 Applications that appear to meet the threshold for an urgent and exceptional circumstance may be assessed upon receipt of the application.

5.4 Applicants may appeal the rejection of their application or the amount of the disbursement which they have received to the MOMS Executive Committee by email within 7 days of the decision being communicated to the applicant including further information justifying the appeal.

- a. The Executive Committee will call an extraordinary meeting to rediscuss the application.
- b. Decisions of the extraordinary meeting shall be final.

#### 6.0 GENERAL

6.1 The terms of reference shall be approved by the MOMS Executive Committee and reviewed at least every 3 years.

6.2 In the event that the fund is not exhausted in any one year, the remainder of funds will be transferred to a budget line item reserved for the Bursary the following year.

6.3 The Executive committee reserve the right to cease offering this award at any time should it be financially required to do so. The award and its value will be discussed at each MOMS AGM, annually.

6.4 All information collected shall be kept confidential and only used for the purposes of assessment. All information collected shall be destroyed after the conclusion of the assessment period. More information to this effect can be found in the confidentiality policy.