

# ANNUAL INTERNATIONAL DEVELOPMENT FUND GUIDELINES

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THE ROYAL AUSTRALIAN AND NEW ZEALAND COLLEGE OF RADIOLOGISTS®

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## TABLE OF CONTENTS

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1.	Introduction	3
1.1	Background	3
1.2	Purpose	3
2.	The Application Process	3
2.1	The International Development Assessment Committee (IDAC)	3
2.2	Allocation of Funds	3
2.3	Application Requirements	4
2.4	Notification of Application Outcome	5
2.5	Reporting Requirement	5

## 1. INTRODUCTION

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### 1.1 Background

The Royal Australian and New Zealand College of Radiologists (RANZCR or the College) has been providing ongoing support to a number of *ad hoc* initiatives in radiology and radiation oncology in developing countries undertaken by College members.

To support the initiatives of members and special interest groups working in this area, as well as to ensure an equitable distribution of College funds for medical work overseas, the College Board has approved the establishment of the RANZCR Annual International Development Fund (initially of \$30,000) to support international development work in radiology and radiation oncology.

### 1.2 Purpose

The College recognises the need to increase and improve radiology and radiation oncology services in lower middle income countries. Delivery of quality, accessible and equitable radiological and radiation oncological services is a key priority of the College.

The purpose of the RANZCR Annual International Development Fund is to provide small grants for overseas development work undertaken by College members or College groups that will improve patient care and raise the standard of practice in both disciplines.

## 2. THE APPLICATION PROCESS

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Applications for funding to support international development activities will be invited each year, and any member or group in the College would be eligible to apply.

The closing date for applications will be in or around April each year, and will be announced through various College communication tools (e.g. member newsletters, e-newsletters and the College website). All funding applications will be subject to scrutiny, and funding will be reserved for initiatives that adhere to the good development practice outlined in the College Position Statement on International Development Activities in Radiology and Radiation Oncology.

Only formal applications, submitted on the Funding Proposal Template for the RANZCR International Development Fund, will be considered for funding.

### 2.1 The International Development Assessment Committee (IDAC)

IDAC will be responsible for evaluating all applications for funding through the Annual International Development Fund. The committee will determine which (if any) activities should be supported each year, and their decision(s) shall be final. The IDAC comprises the CEO, the College Treasurer (representing one of the College Faculties) and the Dean of the other College Faculty.

### 2.2 Allocation of Funds

As a general rule, 30 per cent of the Annual International Development Fund will be allocated to worthy initiatives in each of the two specialties, while the remaining 40 per cent will be allocated to worthy applicants from either specialty. However, the IDAC may decide to alter the distribution of funds between the specialties in any one year if particularly worthy proposals in either specialty are received.

As a general rule, the College will give preference to initiatives which contribute to the development of local capacity in radiology and/or radiation oncology in developing countries in Asia and the Pacific. However, in exceptional circumstances, the College may also support well-governed international development initiatives in other regions, provided they can demonstrate adherence to good development practice guidelines.

RANZCR will only support development projects, activities and initiatives that are governed by a well-considered plan, adhering to the good development principles outlined in the Position Statement on International Development Activities in Radiology and Radiation Oncology.

If the Annual International Development Fund is not fully utilised in any one year, the surplus funds will not be carried over to the following year.

At the end of each year, the IDAC will provide a comprehensive report to the College Board on the status of the international development activities which received funding. At that stage, the Board will consider whether the amount allocated to the Annual International Development Fund needs to be adjusted for the following year.

## 2.3 Application Requirements

All applications must be submitted on the Funding Proposal Template for the RANZCR International Development Fund. Each application must include information on:

- a) Professional biography of the principal applicant for the funding
- b) An executive summary of the proposal
- c) A brief summary of the need for the initiative
- d) Detailed description of the initiative
- e) Information on harmonisation/integration with recipient country's policies
- f) Timeline for the initiative
- g) Outline of the resources required – human, financial and other
- h) Details of the budget and other resources available for the initiative.

*Please note: If the initiative for which you received funding does not proceed or is not completed, you will be required to return the funds to the College.*

CHECKLIST		
Prepared with the full cooperation and agreement of capable in-country partners and other stakeholders where appropriate	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Clearly stated, achievable aims and objectives	YES <input type="checkbox"/>	NO <input type="checkbox"/>
A detailed description of the project activities/actions to be undertaken	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Clearly defined and measurable outputs and outcomes that are achievable within the allocated timeframe	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Harmonised and integrated with the policies and activities of the government, development organisations and other stakeholders in radiology and/or radiation oncology in the recipient country – to minimise duplication and maximise benefit	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has a defined and agreed commitment (funding, human and other resources) by stakeholders to ensure ongoing activity or sustainability of activity beyond the life of any support provided by RANZCR	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has evaluated possible harm that may be caused and risks to success, and has included harm and risk mitigation strategies	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Clearly outlines the human, financial and other resources required, as well as how/by whom these resources will be made available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Makes provision for monitoring and evaluation of measurable outputs and outcomes, as well as ongoing refinement of activity based on inputs from in-country recipients, partners and other stakeholders	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Complies with legislation, regulations, guidelines and expectations of the recipient country (proof/letters of support provided)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is managed by, or involves an organisation that shows evidence of a commitment to and compliance with recognised development sector good practice	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## **2.4 Notification of Application Outcome**

Applicants will be notified of the result of their request for funding following the meeting of the IDAC in May/June. Funds will be paid into an account nominated by the member/group within three months of notification of a successful application.

The College reserves the right not to allocate funds to initiatives that are deemed not in line with good development practice outlined in the Position Statement on International Development Activities in Radiology and Radiation Oncology.

## **2.5 Reporting Requirement**

Successful applicants will be required to provide a written report on the project performance, as linked to objectives and expenditure either on completion of the project or at the end of the financial year (whichever is earlier).

Project participants may be requested to write an article for the College newsletter, *Inside News* on completion of the initiative.



