

## grant conditions

### innovation and new investigator grants

This Grant Conditions document will form the agreement between Asthma Foundation NSW and the recipient of an Asthma Foundation NSW Research Grant.

#### 1. Acceptance

- 1.1 Acceptance is to be confirmed by the grantee/s and when applicable, by the Institution at which the research is to be performed, by signing the Grant Conditions schedule and returning signed originals of these documents to Asthma Foundation NSW.
- 1.2 Acceptance by the Grantee/s and Institution includes their responsibilities for providing research staff, administrative services, facilities and equipment for the project. In acceptance, the Grantee/s and Institution undertake to keep separate records detailing staff and other expenses applicable to the project funded by this grant.
- 1.3 Endorsement is required by the Head of the Department at the Institution in which the work of the research project is to be performed and by a person with authority to accept on behalf of the Institution the administrative responsibilities to be undertaken.

#### 2. Use of Grant Money

- 2.1 Grant monies shall be employed solely for purposes specified in the approved Application for Grant.
- 2.2 The research project should ordinarily be carried out within NSW or ACT
- 2.3 In agreeing to administer and to provide staff and facilities/equipment for use by the Grantee/s, the Institution undertakes to absorb all on-costs, overhead expenses such as power, light, water, insurances etc, and accepts that no part of such expenses is to be directly or indirectly on-charged to Asthma Foundation NSW.

### 3. Grant Payments

- 3.1 Grant payments will only be made in response to an invoice from the institution at which the research is to be performed
- 3.2 Grant payments will normally be paid in two installments.
  - i) An initial payment, equal to half the grant amount, will be made following acceptance of the grant conditions and upon receipt of a tax invoice.
  - ii) The final installment will be made at the end of the term of the grant. Payment will be subject to submission and approval of a final written project report and a financial report on the acquittal of funds.
  - iii) The financial report must detail expenditure during the term of the grant and specific detail be provided for any expenditure item over \$100 in value. The Asthma Foundation NSW retains the right to request access to all supporting invoices and receipts for audit purposes. The request to access those records cannot be reasonably refused.
  - iv) Any unspent funds of the total grant amount are retained by the Asthma Foundation NSW.
- 3.3 The final written report and financial report must be submitted no later than 2 months after completion of the project. The final invoice should be submitted no longer than 30 days after submission and notification of approval of the final report.
- 3.4 Invoices and/or Final reports if not submitted within a 12 months timeframe after the term of the project may not attract payment.
- 3.5 Grants are exclusive of GST

### 4. Reports and Acknowledgments

Grantee/s, as a firm condition of the grant are required to furnish certain reports to Asthma Foundation NSW:

- 4.1 Mid-Year Status Reports - Grantee/s for current research grants will furnish a brief Mid-Year Status Report to Asthma Foundation NSW. Such a report will advise the actual or planned date of commencement of work on the research project, the planned date of completion, together with a narrative describing progress, revised timings (if necessary) and any points of interest noted in the work in progress. The Report will be reviewed, and the Foundation may use this Report in its promotional activities.
- 4.2 Final Reports - Grantee/s will furnish a detailed Final Report to Asthma Foundation NSW within 2 months of the completion of the research project. This Final Report will summarise results achieved against the declared aims of the project. It will describe and detail the work undertaken and identify further points of interest. Plans for submissions to publishers resulting from work on the research project are to be detailed in this Final Report. The Report will be reviewed and the Foundation will use this Report to provide an update on its website, and possibly to donor bodies and other relevant parties.

- 4.3 Special Interim Reports - Grantee/s may be required to furnish Special Interim Reports including reports for public dissemination at the discretion of Asthma Foundation NSW. Asthma Foundation NSW may promote its research program in the media and on its website to donor bodies. A one page media brief may be required providing details, as requested. The Grantee/s and the Institution will recognise and at all times acknowledge and describe the research project as an “Asthma Foundation NSW Research Project”. The Foundation will supply the correct logo and naming materials for this purpose. Any such request will have due reasonable notice to the grantee to enable time for such a report to be completed and submitted.

## **5. Submissions and Publications**

- 5.1 Grantee/s will provide Asthma Foundation NSW with a copy of all submissions to prospective publishers and a copy of each publication by any journal which results from the research project. It is a requirement that the Asthma Foundation NSW be given due recognition in any submission or publication, in line with clause 4.

## **6. Termination/Forfeiture**

- 6.1 Asthma Foundation NSW may, at any time and at its own discretion, give 14 days notice to the Grantee/s and the Institution of its intention to terminate a grant.
- 6.2 Cessation of work, failure to communicate by Mid-Year Status Report or failure to maintain work in progress at a rate in accordance with the schedule originally proposed, may be due cause for termination.
- 6.3 Unless applied for, and an extension approved, research projects which are not commenced and completed within six months of the original schedules as outlined in the grant application, may result in forfeiture of unclaimed grant monies.
- 6.4 Any unforeseen impediment which may result in the research project not being completed by the Grantee/s must be advised to Asthma Foundation NSW, as soon as it is apparent to the Grantee/s or Institution.
- 6.5 Failure by the Grantee/s or the Institution to comply with any condition set down in this document or its associated Offer of Grant or any misleading information conveyed in the Application for Grant will be cause for cancellation of the Grant.
- 6.6 Special attention is drawn to the provision of Clause 4.1 Mid-Year Status Reports and Clause 4.2 Final Reports, which are to be furnished without further request. Performance in respect to “Reports and Acknowledgments” herein will influence considerations in any other Application for Grant by the Grantee/s to Asthma Foundation NSW.

## **7. Limitation of Liability**

- 7.1 AFNSW accepts no responsibility, financial or otherwise for expenditure or liabilities arising out of the activities funded by the grant.

Successful grant applicants are required to sign a copy of this document.

I/we accept the offer made to me/us by Asthma Foundation NSW and agree to abide by the Grant Conditions.

**Grantee/s to sign:**

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

Name.....

Signature.....Date.....

**Signed for Institution:**

Head of Department:

Name.....

Signature.....Date.....

Administration Officer:

Name.....

Signature.....Date.....

**Asthma Foundation NSW Privacy Statement**

The Asthma Foundation of NSW ('The Foundation') is committed to abiding by the National Privacy Principles as set out in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

The information requested is required by the Foundation to fully assess all applications.

The Foundation undertakes to maintain the confidentiality of all details held and will not disclose those details to any third party except when authorised by the individual concerned or required to do so by law.