



**Australian Government**

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**Australian Research Council**

## Funding Agreement

between the

Commonwealth of Australia

as represented by the

Australian Research Council

and

{Institution/Organisation}

regarding funding for

*Discovery Projects*

to commence in

**2005**

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## Parties & Recitals

THIS AGREEMENT is made on \_\_\_\_\_ day of \_\_\_\_\_

between the

COMMONWEALTH OF AUSTRALIA ('the Commonwealth'), as represented by and acting through the Australian Research Council ('the ARC') [ABN 35 201 451 156]

and

('the Institution/Organisation')

WHEREAS:

- A. The Commonwealth through the ARC operates a Program, being the *Discovery Projects* Scheme ('the Scheme').
- B. The Commonwealth accepts that the Institution/Organisation is an eligible body for the purposes of the Scheme, and the Commonwealth may provide financial assistance to enable the Institution/Organisation to conduct the Projects, being those described in Schedule A.
- C. The Commonwealth is required by law to ensure the accountability of Funding and, accordingly, the Institution/Organisation is required to be accountable for all Commonwealth Funding it receives under this Agreement.
- D. The Commonwealth wishes to provide Funding under the Scheme to the Institution/Organisation for the purposes, and subject to the terms and conditions, set out in this Agreement.

NOW IT IS HEREBY AGREED as follows:

### 1 Definitions

1.1 In this Agreement, unless the contrary intention appears:

'ABN' has the meaning as given in Section 41 of the *A New Tax System* (Australian Business Number) *Act 1999*;

'the Act' means the *Australian Research Council Act 2001* or subsequent relevant legislation as amended from time to time;

'Approved Proposal' means a proposal for expenditure for purposes that will assist programs of research undertaken by Institutions/Organisations under Section 51 of the Act approved by the Minister and, in this Agreement, includes all Projects funded at the Institution/Organisation and set out in Schedule A;

'ARC' means the Australian Research Council, as established under the *Australian Research Council Act 2001* or subsequent relevant legislation, as amended from time to time, to make recommendations to the Minister on the allocation of research funds, and includes the members of its Board and Committees;

'ARC's website' is <http://www.arc.gov.au/> ;

'Asset' includes personal, real or incorporeal property, but shall not mean intellectual property;

- ‘**Audited Financial Statement**’ means the statement to be submitted by the Institution/Organisation by 30 June each year in accordance with subsection 58 1 (b) of the Act for funded projects;
- ‘**Australian Postdoctoral Fellowship**’ or ‘**APD**’ means an individual Australian Postdoctoral Research Fellowship awarded to an eligible researcher named in Schedule A;
- ‘**Australian Professorial Fellowship**’ or ‘**APF**’ means an individual Australian Professorial Fellowship awarded to an eligible researcher named in Schedule A;
- ‘**Australian Research Fellowship**’ or ‘**ARF**’ means an individual Australian Research Fellowship awarded to an eligible researcher named in Schedule A;
- ‘**Chief Executive Officer**’ or ‘**CEO**’ means the occupant of the position from time to time of the Chief Executive Officer of the Australian Research Council;
- ‘**Chief Investigator**’ means the person or persons named in the Project Application as Chief Investigator for a particular Project;
- ‘**the Commonwealth**’ means the Commonwealth of Australia;
- ‘**End of Year Report**’ means the report described in Clause 28.2;
- ‘**Fellow**’ means an individual researcher named in Schedule A who has been awarded a Fellowship;
- ‘**Fellowship**’ means an individual Fellowship which has been awarded to an eligible researcher named in Schedule A. The types of Fellowship are the Australian Postdoctoral Fellowship (APD), Australian Research Fellowship (ARF), Queen Elizabeth II Fellowship (QEII) and Australian Professorial Fellowship (APF);
- ‘**Final Report**’ means the report described in Clause 28.4;
- ‘**Funding**’ or ‘**Funds**’ means the amount or amounts payable under this Agreement for each project as specified in Schedule A;
- ‘**Funding Rules**’ means the Funding Rules for *Discovery Projects* for Funding commencing in 2005 and includes the Instructions to Applicants that form part of the Funding Rules;
- ‘**GST**’ has the meaning as given in Section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*;
- ‘**Institution**’ means the higher education institution, museum or herbarium approved by the Minister under Section 51 of the Act as the body responsible for administering the Funding;
- ‘**Intellectual Property**’ includes all copyright and neighbouring rights, all rights in relation to inventions (including patent rights), plant varieties, registered and unregistered trademarks (including service marks), registered designs, confidential information (including trade secrets and know how) and circuit layouts, and all other rights resulting from intellectual activity in the industrial, scientific, literary or artistic fields;
- ‘**Material**’ includes documents, equipment, software, goods, information and data stored by any means;
- ‘**the Minister**’ means the Minister from time to time responsible for the administration of the Act, or the Minister’s delegate;
- ‘**the Organisation**’ means a body other than a higher education institution, museum or herbarium approved by the Minister under Section 51 of the Act as the body responsible for administering the funding;

- ‘**Partner Investigator**’ for a Project means the person or persons named in the Project Application as a Partner Investigator for a particular Project;
- ‘**Personnel**’ means those persons involved in the conduct of a project;
- ‘**Progress Report**’ means the report described in Clause 28.3;
- ‘**Project**’ or ‘**Projects**’ means the Project or Projects (including Fellowships) described in Schedule A;
- ‘**Project Application**’ or ‘**Project Applications**’ means the application or applications for a Project or Projects lodged with the ARC and given the application number or numbers specified in Schedule A;
- ‘**Project Budget**’ means the budget specified in Schedule A;
- ‘**Queen Elizabeth II Fellowship**’ or ‘**QEII**’ means an individual Queen Elizabeth II Fellowship awarded to an eligible researcher named in Schedule A;
- ‘**Research Office**’ means that part of the Institution/Organisation responsible for liaison with the ARC on Funding matters;
- ‘**Responsible Officer**’ means the Vice-Chancellor or other corporate head of the Institution/Organisation or an officer nominated by him/her;
- ‘**Scheme Coordinator**’ means the occupant from time to time of the position of Scheme Coordinator (*Discovery Projects*) in the Australian Research Council, or any other person to whom the administration of the *Discovery Projects* Scheme may be allocated;
- ‘**Special Conditions**’ means the conditions specified in Schedule A that govern the use of the Project Budget; and
- ‘**Specified Personnel**’ means the Chief Investigators, Partner Investigators and Fellows named for each Project detailed in the Approved Proposal and named in Schedule A to perform the Project.

## 2 Interpretation

- 2.1 In this Agreement, unless the contrary intention appears:
- (a) words in the singular number include the plural and words in the plural number include the singular;
  - (b) words importing a gender include any other gender;
  - (c) words importing persons include a partnership and a body whether corporate or otherwise;
  - (d) Clause headings, words capitalised or in bold format and notes in square brackets (“[ ]”) are inserted for convenience only, and have no effect in limiting or extending the language of provisions, except for the purpose of rectifying any erroneous cross-reference;
  - (e) all references to Clauses are to Clauses in this Agreement;
  - (f) all references to dollars are to Australian dollars and this Agreement uses Australian currency;

- (g) a reference to any statute or other legislation (whether primary or subordinate) is to a statute or other legislation of the Commonwealth and, if it has been or is amended, is a reference to that statute or other legislation as amended;
- (h) where any word or phrase is given a defined meaning, any other part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.

2.2 This Agreement operates subject to the Act. If there is any conflict between this Agreement and the Act, the Act prevails.

### **3 Entire Agreement and Variation**

3.1 This Agreement, including Schedules, the Project Application and the Funding Rules constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

3.2 If any part of this Agreement conflicts with any other part, that part higher in the following list shall take precedence:

- (a) the terms and conditions contained in the Clauses of this Agreement;
- (b) the Schedules;
- (c) the Funding Rules; and
- (d) the Project Application.

3.3 The Institution/Organisation and the Commonwealth may agree to vary this Agreement. Any variation to this Agreement must be in writing and signed by both parties.

### **4 Funding Period**

4.1 Subject to Clause 5 of this Agreement, the Funding period is for the period(s) set out in Schedule A for each Project, unless the Funding is terminated earlier.

### **5 Payment of Funding**

5.1 Subject to Parliamentary appropriation, the Commonwealth shall pay the Funds, in accordance with the Act, to the Institution/Organisation as specified in Schedule A. Chief Investigators, including Fellows, take intellectual responsibility for the Project, its conception, any strategic decisions called for in its pursuit, and communication of results. Funding is awarded on the basis that the researcher identified as the first-named Chief Investigator or Fellow leads and co-ordinates the Project.

5.2 The Commonwealth will pay to the Institution/Organisation, by way of financial assistance in accordance with the Act, the amount set out in Schedule A, which is exclusive of GST, where 'GST' has the meaning as given in Section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999*. For government-related entities (such as a government funded university or research institute) there will be no GST payable on the funding transaction between the entity and the ARC. Non-government-related entities, which are liable to pay GST on this transaction with the ARC, will receive a base-funding amount and an additional amount to cover the GST.

5.3 The duration of the funding for *Discovery Projects*, including Fellowships, is indicative only of the intent of the Minister at the time of making the offer of Funding and is not binding on the Commonwealth. In the event that the Minister subsequently makes a determination under Section 51 of the Act to continue the Funding, this Agreement will continue to apply to any Project, including Fellowships, granted financial assistance under such a determination.

5.4 The Commonwealth shall have the right to unilaterally vary the amounts set out in the Approved Proposal.

5.5 The ARC notional salary rates for Fellowships as set out in Schedule B are applicable. In the event that the Minister makes a determination under Section 51 of the Act, the Commonwealth shall have the right to unilaterally vary Schedule B of this Agreement to reflect annual adjustments in the ARC salary levels for Fellowships.

5.6 Where the Commonwealth exercises its rights under Clause 5.4 or 5.5 above, it shall inform the Institution/Organisation of the variation within thirty (30) days of that variation.

5.7 The Commonwealth will not provide additional funding for any project set out in Schedule A except where allowed for under Clause 5.4 and 5.5 above.

## **6 Accuracy of Information/Malpractice**

6.1 Institution /Organisation warrants that the information contained in all Project Applications is complete, accurate and not misleading. The Commonwealth regards inaccurate and misleading information as including, but not being limited to, claiming fictitious track records, inflating funds obtained from other sources and false claims in the publication record, e.g. describing a paper as being “in press” or accepted even if it has only been submitted.

## **7 Use of the Funding: activities, facilities and types of work**

7.1 The Institution/Organisation will ensure that each Project described in Schedule A is carried out in accordance with this Agreement, in a diligent and competent manner, subject to the provision of indicative funds. In addition, each Project and/or Fellowship will be conducted in accordance with the Project Description contained in the Project Application, or any revised budget, aims and research plan, submitted by the Institution/Organisation and approved by the ARC.

7.2 The Institution/Organisation shall ensure that expenditure on each Project described in Schedule A is in accordance with the aims and research plan of the Project and within the broad structure of the Project budget contained in the Project Application or any revised budget, aims and research plan approved by the ARC.

7.3 The Institution/Organisation shall not use the Funding:

- (a) for purposes specifically excluded in the Funding Rules; or
- (b) for purposes specifically excluded in this Agreement Clauses 7.5, 8.1, 8.3, 8.5 and 8.8, and Schedule A; and
- (c) for purposes specifically excluded in the Special Conditions.

7.4 The Institution/Organisation must ensure that the researcher(s) has adequate time to do the Project and must provide the basic facilities required for each Project described in Schedule A. Basic facilities include but are not limited to:

- (a) accommodation (eg., laboratory and office, suitably equipped in standard ways);
- (b) access to workshop services (eg., machine tools and qualified technicians available to each member of staff, to enable them to carry out their research;
- (c) access to a basic library collection;
- (d) standard reference materials or funds for abstracting services;
- (e) adequate access to computers (excluding access to high performance computers unless specified in the Project Application);
- (f) adequate access to basic computing, word processing and microfilm reading facilities;
- (g) use of photocopiers, telephones, mail, facsimile, email and internet services.

7.5 As set out in the *Discovery Projects Funding Rules for Funding commencing in 2005*, Funds may not be used for:

- (a) salaries of Chief Investigators and Partner Investigators;
- (b) teaching materials;
- (c) data compilation or the development of research aids and tools;
- (d) Special Studies (Study Leave) Programs;
- (e) international students' fees and Higher Education Contribution (HECS) liability;
- (f) computing facilities for molecular analysis (unless specified in Schedule A);
- (g) basic facilities;
- (h) research support in the overseas base of Investigators not resident in Australia; or
- (i) publication costs.

## **8 Use of the Funding: provision of salaries and relief for teaching and for other duties**

8.1 The funding must not be used to provide salary support for Chief and Partner Investigators.

8.2 Entitlements for ARC Fellows are detailed in Schedule D. ARC notional salary rates for Fellowships are detailed in Item B1 of Schedule B.

8.3 Funding may not be used for the payment of a Partner Investigator's costs incurred because of their involvement in the Project, except for:

- (a) in the case of overseas-based Partner Investigators only, their travel and living expenses while within Australia (but not in travelling to Australia) associated directly with visits for the purposes of the Project; and
- (b) purposes outlined in the Project Application and not prohibited as a Special Condition as specified in Schedule A.

8.4 If expenditure is incurred as allowed for in Clause 8.3 above, the Institution/Organisation shall ensure that expenditure is in accordance with the broad structure of the Project Description and costs contained in the Project Application or any revised Project Budget, aims and research plan approved by the ARC.

8.5 Funds may be used by the Institution/Organisation to employ Personnel other than the Specified Personnel where provision for such was included in the project application. They may be employed full-time or part-time, as required.

8.6 The Institution/Organisation must ensure that a person who is studying full-time for a postgraduate degree or other postgraduate qualification shall not be employed on a Project for more than 20 hours per week or such lesser time as the internal policies and procedures of the Institution/Organisation provide.

8.7 In respect of Personnel other than Chief Investigators or Partner Investigators, unless the Minister otherwise determines:

- (a) in recruiting Personnel, the Institution/Organisation shall follow its normal recruitment procedures;
- (b) the provision of salaries, recreation leave, sick leave and other conditions of employment for Personnel shall be those of the Institution/Organisation.
- (c) The on-costs provisions beyond the ARC contribution of 26% (eg., extended periods of leave or severance pay) remains the responsibility of the Institution/Organisation and shall not be provided from the Project funding. See also Clause 16 – Negation of Employment by the Commonwealth.

8.8 Funding that is allocated for relief of Specified Personnel from teaching or other duties for a maximum of 6 months per annum as a special condition for a Project (and specified in Schedule A) may not be used for any other purpose.

8.9 The Institution/Organisation must ensure that any Personnel who are employed full-time on the Project and whose salary is provided from the Funding shall not, without the prior agreement of the Minister, accept any remuneration whatsoever from any source other than the Institution/Organisation in respect of work performed on the Project.

## **9 Over-expenditure by the Institution/Organisation**

9.1 Any Project expenditure, additional to the approved amount for that Project specified in Schedule A in the columns headed 'Indicative Funds' incurred by the Institution/Organisation for a Project, is the responsibility of the Institution/Organisation. The Commonwealth will not reimburse the Institution/Organisation for such costs under any circumstances.

## **10. Multi-Institutional Agreements**

10.1 A project may not begin, nor grant funds be expended, until the administering Institution/Organisation and each collaborating Institution/Organisation have entered into a written agreement. The agreement must cover the role of the Institutions/Organisations in the project including:

- contributions by the Institutions/Organisations
- payment of salaries for ARC Fellows
- intellectual property arrangements
- an undertaking by the Institutions/Organisations to abide by the Funding Agreement.

The administering Institution/Organisation will retain the agreement, and make it available to the ARC if required.

## **11. Commencement of Projects and Fellowships**

11.1 Subject to Clause 12 below, all new Projects must commence by 31 July in the first year of the Funding. Failure to do so will result in the withdrawal of the Funding and termination of any individual Projects which have not commenced.

## **12. Deferment of Commencement of Project and/or Fellowship**

12.1 If the Institution/Organisation wishes to defer commencement of a Project and/or Fellowship, a written request seeking permission to commence between 31 July and 31 October in the first year of the Funding, justifying the requested deferral in terms of special circumstances, must be made to the Scheme Coordinator, through the Institution's/Organisation's Research Office prior to 31 July in the first year of the Funding.

12.2 The Institution/Organisation must not defer commencement of the Project or the Fellowship unless the Institution/Organisation has received written permission from the ARC, based on a decision made by the Minister.

12.3 Any Projects which have not commenced by 31 October may be terminated and the funding recovered.

12.4 Where a Fellow is one of several Specified Personnel on a Project and it is proposed to begin the Project before the Fellow can commence on the Project, approval must be obtained from the ARC for the Project to commence (unless the commencement date is specified in the Project Application).

12.5 If the ARC does not consider the Project viable without the Fellow's contribution to the Project and the Fellow cannot commence the Project by 31 July, or by such later date approved by the Scheme Coordinator under Clause 12.1 above, the Project will be terminated.

12.6 If the ARC considers that the Project is viable without the Fellow's contribution and the Fellow is unable to commence their Fellowship by 31 July, or by such later date approved by the Scheme Coordinator under Clause 12.1 above, the Fellowship component of the Project is terminated.

## **13. Specified Personnel**

13.1 The Institution/Organisation shall ensure that the Specified Personnel will conduct the Project in a diligent and competent manner and will comply with this Agreement.

13.2 The Institution/Organisation shall provide each Chief Investigator with a copy of this Funding Agreement within a reasonable time after the beginning of the Funding.

## **14. Change of Specified Personnel**

14.1 If a Chief Investigator or Partner Investigator is at any time during the term of a Project no longer able to continue the Project, the Project may be continued under another Chief Investigator or Partner Investigator provided that:

- (a) he/she meets the eligibility criteria, as specified in the *Discovery Projects Funding Rules* for Funding commencing in 2005;

- (b) approval is sought from the Scheme Coordinator for the change in Specified Personnel:
  - i. in writing (including the proposed Personnel's Curriculum Vitae); and
  - ii. within 3 months of the date that the Specified Personnel ceased working on the Project; and
- (c) the change is approved, in writing, by the Minister.

14.2 Failure to fulfill the requirements set out in Clause 14.1 will result in immediate termination of the Project. If a Fellow is no longer able to continue the Project, the Fellowship component will be terminated, as it cannot be transferred to another person.

14.3 If the ARC does not consider the Project viable without the Fellow's contribution to the Project, and/or the remaining funding decreases to below \$20,000, the Project as a whole will be terminated.

14.4 If the Fellow is the only Specified Personnel on the Project, the Project will be terminated.

## **15. Transfer of Project or Fellowship**

15.1 Under Section 54 of the Act, Ministerial approval for transfers of Projects and Fellowships is required.

15.2 The Institution/Organisation must notify the ARC of any Specified Personnel on the Project who change Institutions/Organisations.

15.3 If the Specified Personnel that change Institutions/Organisations is a first-name Chief Investigator or Fellow the Institution/Organisation must provide, for the Minister's approval, a written proposal outlining arrangements for the continuation of the Project and the continued administration of the Funding.

15.4 Where the proposed arrangements include a transfer of the Funding from one Institution/Organisation ('the relinquishing Institution/Organisation') to another Institution/Organisation ('the recipient Institution/Organisation'), the Minister shall have regard to the circumstances surrounding the proposed transfer and may approve the transfer subject to such conditions as the Minister considers appropriate. The written request must include evidence that the following parties agree to the transfer:

- (a) the relinquishing Institution/Organisation;
- (b) all Specified Personnel on the Project; and
- (c) the recipient Institution/Organisation.

15.5 When the ARC receives a proposal requesting the transfer of Funding it will:

- (a) seek the Minister's approval for the transfer of unspent Funds and indicative Funding for the Project and any identified Assets as outlined in Clause 20 to the recipient Institution/Organisation; and
- (b) vary the Funding Agreement for the relevant Institutions/Organisations once Ministerial approval is granted.

15.6 Once approval has been granted to transfer the Funding:

- (a) the relinquishing Institution/Organisation must:
  - i. Provide to the ARC, in writing, the amount of unspent Funds for the Project and pay the ARC such unspent Funds. The ARC will then provide the unspent Funds to the recipient Institution/Organisation; and
  - ii. report expenditure of Funding for the Project prior to the transfer in its End of Year Report and identify the transfer in the 'Notes' column; and
- (b) the recipient Institution/Organisation must:
  - i. report expenditure of Funding for the Project subsequent to the transfer in its End of Year Report and identify the transfer in the 'Notes' column.

15.7 If the Chief Investigator or Fellow changes Institution/Organisation and the Minister's approval is not given for arrangements for the continuation of the Project and the continued administration of the Funding, the Project may be terminated.

15.8 Relocation expenses will not be paid on the transfer of any Specified Personnel from the relinquishing Institution/Organisation to the recipient Institution/Organisation. Relocation costs will not be paid on the transfer of a Fellow from the relinquishing Institution/Organisation to the recipient Institution/Organisation after the final date for commencement in Clause 11, or after the deferred commencement date approved in accordance with Clause 12.

15.9 The Project or any equipment purchased with the Funding must not be transferred to the recipient Institution/Organisation unless Ministerial approval for the transfer of the Funding is granted.

## **16 Negation of Employment by the Commonwealth**

16.1 Specified Personnel and/or Institutions/Organisations, shall not represent themselves as being employees, partners or agents of the Commonwealth, or as otherwise able to bind or represent the Commonwealth.

16.2 Specified Personnel and/or Institutions/Organisations shall not by virtue of this Agreement or for any purpose be deemed to be employees, partners, or agents of the Commonwealth, or as having any power or authority to bind or represent the Commonwealth.

## **17 Conduct of Research**

17.1 Projects and/or Fellowships shall be conducted in accordance with any special conditions specified in this Agreement.

17.2 The Institution/Organisation shall ensure that a Project under this Agreement will not be permitted to proceed without appropriate ethical clearances having been obtained from the relevant committees and/or authorities referred to in Schedule C or prescribed by the Institution's/Organisation's research rules. Responsibility for ensuring such clearances have been obtained remains with the Institution/Organisation.

## **18 Material produced under this Agreement**

18.1 The Institution/Organisation shall establish and comply with its own procedures and arrangements for the ownership of all material produced as a result of any Project under this Agreement.

18.2 For any Material produced under this Agreement, the Institution/Organisation shall ensure that all Specified Personnel:

- (a) take reasonable care of, and safely store any data or specimens or samples collected during, or resulting from the conduct of the Project;
- (b) make arrangements acceptable to the ARC for lodgement with an appropriate museum or archive in Australia of data or specimens or samples collected during, or resulting from their Project; and
- (c) include details of the lodgement or reasons for non-lodgement in the Final Report for the Project.

## **19 ARC Assessments**

19.1 The Institution/Organisation must ensure that, for the duration of the Funding under *Discovery Projects*, if requested by the ARC, Chief Investigators and/or Fellows agree to assess up to 20 new applications for ARC funding.

19.2 If the ARC determines that a Chief Investigator and/or Fellow has failed to meet the obligation to assess applications assigned by the ARC for assessment, the ARC will notify the Institution/Organisation in writing of that failure.

19.3 If a Chief Investigator and/or Fellow does not undertake assessment of the assigned applications within a period specified by the ARC, in the notice referred to in Clause 19.2 above, the Institution/Organisation will be considered to be in breach of this Funding Agreement and the relevant Project, including Fellowships, may be terminated, in which case any unspent funds will be recovered by the ARC.

## **20 Assets**

20.1 Assets purchased with Funding must be purchased for the exclusive purposes of the Project for the duration of the funding period.

20.2 The Institution/Organisation shall establish and comply with its own procedures and arrangements for purchasing, installing, recording, maintaining and insuring all items of equipment purchased with the Funds.

20.3 The Institution/Organisation shall ensure that any Personnel shall have first priority in the use and operation of equipment purchased for the Project and the Institution/Organisation shall, so far as is practicable, permit persons authorised by the Minister's delegate to have priority access to that equipment in preference to other persons.

20.4 The ownership of any Asset purchased wholly or partly with the Funding shall be vested in the Institution/Organisation, located on its campus and listed in its assets register unless:

- (a) otherwise specified in the Project Application;
- (b) the Project is terminated, in which case the Minister may, by notice in writing, require the transfer of any such item of equipment to the Commonwealth; or

- (c) the Project is transferred to another institution/Organisation, in which case, subject to the agreement of both Institutions/Organisations, the equipment purchased with Funds may be transferred in accordance with Clause 15.

## **21 Intellectual Property**

21.1 The Institution/Organisation must adhere to an Intellectual Property policy, approved by the Institution's/Organisation's governing body, which has as one of its aims the maximisation of benefits arising from research. The Commonwealth makes no claim on the ownership of Intellectual Property brought into being as a result of the projects for which Funding is provided.

21.2 The Institution/Organisation must comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* as amended from time to time and currently located at the following URL:

[http://www.arc.gov.au/grant\\_programs/national\\_ip.htm](http://www.arc.gov.au/grant_programs/national_ip.htm)

21.3 The Institution/Organisation shall at all times indemnify and hold harmless the Commonwealth, its officers, employees and agents (in this Clause referred to as 'those indemnified') from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person in respect of any infringement of Intellectual Property rights by the Institution/Organisation, its employees, agents or subcontractors in the course of, or incidental to, performing the Project or the use by the Commonwealth of reports provided by the Institution/Organisation.

21.4 The indemnity referred to in Clause 21.3 shall survive the expiration or termination of this Agreement.

## **22. Protection of Personal Information**

22.1 The Institution/Organisation agrees with respect to all activities related to or in connection with the performance of the Project or in connection with this Agreement:

- (a) to comply with the Information Privacy Principles set out in Section 14 of the *Privacy Act 1988* which concerns the collection, security, access, data quality, relevance, use and disclosure of personal information to the extent that the content of those principles apply to the types of activities the Institution/Organisation is undertaking under this Agreement, as if it were a record-keeper as defined in the *Privacy Act 1988*;
- (b) not to transfer personal information held in connection with this Agreement outside Australia, or to allow parties outside Australia to have access to it, without the prior approval of the Commonwealth;
- (c) to co-operate with any reasonable demands or inquiries made by the Federal Privacy Commissioner or the CEO in relation to the management of personal information by the Institution/Organisation or breaches or alleged breaches of privacy;
- (d) to ensure that any person who has an access level which would enable that person to obtain access to any personal information (as defined in the *Privacy Act 1988*) is made aware of, and undertakes in writing, to observe the Information Privacy Principles referred to in paragraph (a) above;

- (e) to comply with any policy guidelines laid down by the Commonwealth or issued by the Federal Privacy Commissioner from time to time relating to the handling of personal information;
- (f) to comply with any reasonable direction of the CEO to observe any recommendation of the Federal Privacy Commissioner relating to any acts or practices of the Institution/Organisation that the Federal Privacy Commissioner considers to be a breach of the obligations in paragraph (a) above;
- (g) to comply with any reasonable direction of the CEO to provide the Federal Privacy Commissioner access for the purpose of monitoring the Institution's/Organisation's compliance with this Clause;
- (h) to indemnify the Commonwealth in respect of any loss, liability or expense suffered or incurred by the Commonwealth arising out of or in connection with a breach of the obligations of the Institution/Organisation under this Clause or any misuse of personal information by the Institution/Organisation or any disclosure by the Institution/Organisation in breach of an obligation of confidence whether arising under the *Privacy Act 1988* or otherwise;
- (i) to ensure that any record (as defined in the *Privacy Act 1988*) containing personal information provided to the Institution/Organisation by the Commonwealth or any other person pursuant to this Agreement is, at the expiration or earlier termination of this Agreement, either returned to the ARC or deleted or destroyed in the presence of a person duly authorised by the ARC to oversee such deletion or destruction; and
- (j) to the naming or other identification of the Institution/Organisation in reports by the Federal Privacy Commissioner.

22.2 The Institution/Organisation shall immediately notify the ARC if the Institution/Organisation becomes aware of a breach of its obligations under Clause 22.1.

22.3 This Clause survives the expiration or earlier termination of this Agreement.

## **23 Compliance with Commonwealth Policies**

23.1 The Institution/Organisation shall, when using the Commonwealth's premises or facilities, comply with all reasonable directions and ARC procedures relating to occupational health (including the Commonwealth's smoke-free work place policy), safety and security in effect at those premises or in regard to those facilities, as notified by the Commonwealth or as might reasonably be inferred from the use to which the premises or facilities are being put.

23.2 The Institution/Organisation shall comply with its obligations, if any, under the *Equal Opportunity for Women in the Workplace Act 1999* and shall not enter into a sub Agreement with a subcontractor named by the Equal Opportunity for Women in the Workplace Agency as an employer currently not complying with that *Equal Opportunity for Women in the Workplace Act 1999*.

23.3 The Institution/Organisation shall, in its dealings with its employees, have due regard to Commonwealth policies on employment, including the *Workplace Relations Act 1996*, and obligations under relevant occupational health and safety laws.

## **24 Acknowledgments, Publications and Publicity**

24.1 Subject to commercial sensitivities or Intellectual Property considerations, the outputs and outcomes of Projects are expected to be communicated to the research community and, where appropriate and possible, to the community at large.

24.2 The ARC requires that research funded by the ARC will be appropriately acknowledged. When, at any time during or after completion of a project, the institution/organisation or researcher publishes or produces material such as, books, articles, television and radio programs, newsletters or other literary or artistic works which relate to the project and/or Fellowship, the institution/organisation or researcher shall acknowledge, at a prominent place in the publication, the support of the ARC in a form acceptable to the ARC. Similar efforts should be made to acknowledge ARC support when participating in television and radio programs, and when interviewed by the print media. Advice on acceptable forms of acknowledgement and use of the logo is provided on the ARC website at [www.arc.gov.au](http://www.arc.gov.au)

## **25 Administration of the Funding**

25.1 The Institution/Organisation must maintain reasonable records relating to the Funding in general and the Projects conducted with the Funding, in particular to ensure its compliance with this Agreement.

## **26 Audit and Monitoring**

26.1 The Institution/Organisation is responsible for monitoring the expenditure of Funding and certifying to the ARC that the Funding has been expended in the End of Year Report. If at any time, in the opinion of the Responsible Officer, the Funding is not being expended in accordance with this Agreement, the Institution/Organisation shall take all action necessary to minimise further expenditure in relation to the Project and inform the ARC immediately.

26.2 The ARC may conduct ad hoc on-site reviews in relation to financial and other reports to ensure that the terms of this Agreement are being, or were, met and that reports submitted to the ARC are an accurate statement of compliance by the Institution/Organisation. Persons nominated by the ARC to conduct these reviews are to be given full access by the Institution/Organisation, if required, to all accounts, records, documents and premises in relation to the Funding and the administration of the Funds in general.

## **27 Access to Premises & Records**

27.1 The Institution/Organisation shall, at all reasonable times, give to the CEO or any person authorised in writing by the CEO:

- (a) unhindered access to:
  - i. the Institution's/Organisation's employees;
  - ii. premises occupied by the Institution/Organisation; and
  - ii. Material;
- (b) reasonable assistance to:
  - i. inspect the performance of the Project;
  - ii. to locate and inspect Material; and
  - iii. make copies of Material and remove those copies, relevant to the Project.

27.2 The access rights in Clause 27.1 above are subject to:

- (a) the provision of reasonable prior notice by the ARC;
- (b) the Institutions'/Organisations' reasonable security procedures.

27.3 If a matter is being investigated which, in the opinion of the CEO, or any person authorised in writing by the CEO, may involve an actual or apprehended breach of the law, Clause 27.2 will not apply.

27.4 Upon receipt of reasonable written notice from the CEO, the Institution/Organisation shall provide any information required by the Commonwealth for monitoring and evaluation purposes.

27.5 Nothing in Clause 27.1 to 27.4 inclusive affects the obligation of each party to continue to perform its obligations under this Agreement unless otherwise agreed between them.

27.6 The Auditor-General, or a delegate of the Auditor-General for the purpose of performing the Auditor-General's statutory functions, at reasonable times and on giving reasonable notice to the Institution/Organisation, may:

- (a) require the Institution/Organisation to provide records and information which are directly related to this Agreement;
- (b) have access to the premises of the Institution/Organisation for the purposes of inspecting and copying documentation and records, however stored, in the custody or under the control of the Institution/Organisation which are directly related to this Agreement; and
- (c) where relevant, inspect any Commonwealth Assets and Commonwealth Material held on the premises of the Institution/Organisation.

27.7 This Clause shall survive the expiration or earlier termination of this Agreement.

## **28. Reporting Requirements**

28.1 The Institution/Organisation must submit the following reports and statement, in accordance with this Agreement and the Act, in the format required by the ARC, if specified.

28.2 End of Year Report

- (a) The Institution/Organisation shall submit an End of Year Report by 31 March in the year following each calendar year for which the Funding was awarded. The ARC will provide the Institution/Organisation with a proforma and instructions for completion of this report.
- (b) The End of Year Report will contain information on all expenditure under the Approved Proposal, on a Project by Project basis, including:
  - i. any unspent funds to be recovered by the Commonwealth;
  - ii. any unspent funds that the Institution/Organisation is seeking to have carried over into the next year;
  - iii. the reasons why the unspent funds are required to be carried over; and,
  - iv. any additional Fellowships expenses incurred, eg relocation or maternity leave (see Schedule D).

- (c) Under subsection 58(e) of the Act, Funds provided by the Commonwealth to the Institution/Organisation which are not spent during the year of the Funding period to which those funds were allocated may be carried over where approved by the Minister. The Institution/Organisation must request this approval in the End of Year Report.
- (d) Where a carry over of 75% or more of the Funding provided is requested, separate written detailed justification must be provided.
- (e) Funds will be carried over for more than 12 months only in exceptional circumstances. Separate written justification must be provided in this instance.

### 28.3 Progress Report

- (a) The Institution/Organisation shall ensure that all Chief Investigators and Fellows provide an annual Progress Report in respect of each ongoing Project by 31 January of each year, except in the first year of funding, on a proforma available on the ARC's website ([www.arc.gov.au](http://www.arc.gov.au)).
- (b) The ARC will review the outputs and outcomes against the objectives of the Project as stated in the Project Application, or any approved revised budget, aims and research plan. Any Chief Investigator or Fellow whose Progress Report is deemed inadequate or unsatisfactory will be contacted for further information.
- (c) If the ARC is not satisfied with the progress of the Project, further payment of funds will not be made until satisfactory progress has been made on the Project. If satisfactory progress is still not achieved, the Funding will be terminated and all outstanding monies recovered by the ARC.
- (d) Unsatisfactory progress on the Project will be noted against any further applications under any ARC scheme submitted by, or on behalf of, the Chief Investigator or Fellow and will be taken into account in the assessment of those applications.

### 28.4 Final Report

- (a) The Institution/Organisation shall ensure that Final Reports are provided for each Project within 6 months of the final payment to the Project (including any approved carry forward). The proforma for this report is available on the ARC's website ([www.arc.gov.au](http://www.arc.gov.au)) via GAMS. The ARC will review the outcomes against the objective(s) of the Project as stated in the Project Application or any approved revised budget, aims and research plan.
- (b) If a Final Report is deemed inadequate, the Chief Investigator or Fellow will be contacted for further information. If the ARC is not satisfied with the outcomes of the Project, this will be noted against any further Project Applications under any ARC scheme submitted by, or on behalf of, the Chief Investigator or Fellow and will be taken into account in the assessment of those applications.
- (c) If the Final Report is not submitted on time this will be noted against any further Project Applications under any ARC Scheme submitted by, or on behalf of, the Chief Investigator or Fellow and will be taken into account in the assessment of those applications.

- (d) Applications under any ARC Scheme submitted by, or on behalf of a Chief Investigator or Fellow on a Project for which the Final Report is outstanding may be deemed ineligible.

#### 28.5 Audited Financial Statement

- (a) In accordance with Section 58 of the Act, the Institution/Organisation shall submit an Audited Financial Statement by 30 June for each year following the calendar year for which the Funding was awarded.
- (b) In completing the Audited Financial Statement, the Institution/Organisation must ensure that the amount shown in that statement as 'approved carry forward funds' is the same as the amount (if any) that the Institution/Organisation sought and approval was given to carry over in the End of Year Report.

### **29 Copyright in Reports**

29.1 Copyright in all reports required by this Agreement will vest in the Institution/Organisation at the time of creation but the Institution/Organisation grants to the Commonwealth a permanent, irrevocable, royalty-free, non-exclusive licence to use and reproduce these reports and publish them on a non-profit basis. The Commonwealth's licence is subject to the requirements of Clause 29.2 below.

29.2 The Commonwealth warrants that, for a period of 3 years from the date of submission of the Final Report for the Project, it will seek the agreement of the Institution/Organisation before any information which is contained in any reports related to the Project, and which the Institution/Organisation indicates is confidential and should not be disclosed, is disclosed to any person other than an officer or a member of the ARC or the Minister.

### **30 Recovery of Unspent Funds or Overpayments of Funds**

30.1 Any unspent Funds may be recovered by the Commonwealth under subsection 58(1)(c) of the Act. Any overpayment of Funds made to an Institution/Organisation may be recovered under subsection 58(1)(d) of the Act.

30.2 The Commonwealth may offset the unspent or overpaid Funds against the total of any further Funds payable to the Institution/Organisation.

### **31 Indemnity**

31.1 Subject to this Agreement, the Institution/Organisation shall at all times indemnify and hold harmless the Commonwealth, its officers, employees and agents (in this Clause referred to as 'those indemnified') from and against any loss (including legal costs and expenses on a solicitor/own client basis) or liability, reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified where such loss or liability was caused by a willful, unlawful or negligent act or omission of the Institution/Organisation, its employees, agents or subcontractors in connection with this Agreement.

31.2 The Institution's/Organisation's liability to indemnify the Commonwealth under Clause 31.1 shall be reduced proportionally to the extent that any act or omission of the Commonwealth or its employees or agents contributed to the loss or liability.

31.3 The indemnity Clause referred to above shall survive the expiration or termination of this Agreement.

## **32 Insurance**

32.1 The Institution/Organisation shall effect and maintain adequate insurance or similar coverage to cover any liability arising as a result of its participation in *Discovery Projects* and, if requested, provide the Commonwealth with a copy of the relevant policies or when appropriate Certificate of Currency. The Institution/Organisation shall be responsible for effecting all insurances required under Worker's Compensation legislation and for taking all other action required as an employer.

## **33 Termination**

33.1 If the Institution/Organisation fails to comply with any of the obligations contained in this Agreement then the ARC may, in accordance with Section 58 of the Act, terminate any or all of the projects and require the Institution/Organisation to return all or some of the Funds to the ARC.

33.2 The Institution/Organisation must terminate a Project:

- (a) where progress is not, in the opinion of the Responsible Officer, satisfactory; or
- (b) on the death, incapacity, resignation or withdrawal of any Specified Personnel unless suitable alternative arrangements, satisfactory to the participating researchers and approved by the Minister, can be made by the Institution/Organisation for the continuance of the Funding; or
- (c) where all parties have agreed to the termination of the Funding.

33.3 Upon termination of the Funding under Clause 33.2 above:

- (a) the Institution/Organisation shall take all action necessary to minimise further expenditure under the Funding; and
- (b) the Minister may, under Section 58 of the Act, recover monies that have not been expended under the Funding.

## **34 Compliance with Law**

34.1 The Institution/Organisation shall in carrying out this Agreement comply with the provisions of any relevant statutes, regulations, by-laws, and requirements of any Commonwealth, State, Territory or local authority.

34.2 The Institution/Organisation acknowledges that:

- (a) Chapter 7 of the *Criminal Code* provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents;
- (b) it is aware that giving false or misleading information is a serious offence under the *Criminal Code*;

- (c) the publication or communication of any fact or document by a person which has come to their knowledge or into their possession or custody by virtue of the performance of this Agreement (other than a person to whom the Institution/Organisation is authorised to publish or disclose that fact or document) may be an offence under Section 70 of the *Crimes Act 1914*, punishment for which may be a maximum of two years imprisonment;
- (d) in respect of data, including personal information, held in connection with this Agreement, any unauthorised and intentional access, destruction, alteration, addition or impediment to access or usefulness of the data stored in any computer in the course of performing this Agreement is an offence under Part VIA of the *Crimes Act 1914* which may attract a substantial penalty, including imprisonment;
- (e) it is aware of the provisions of Section 79 of the *Crimes Act 1914* relating to official secrets.

34.3 The Institution/Organisation undertakes with respect to any officer, employee, agent or subcontractor who will have access to documents, materials or information within the meaning of Section 79 of the *Crimes Act 1914* that prior to having access the officer, employee, agent and subcontractor will first be required by the Institution/Organisation to provide the Institution/Organisation with an acknowledgment that the officer, employee, agent or subcontractor is aware of the provisions of the Section.

*Note: Institutions/Organisations should note also that they may be subject to the provisions and applications of the Trade Practices Act 1974 and the Archives Act 1983.*

## **35 Liaison**

35.1 All communications from the Institution/Organisation to the ARC, or the Minister, relating to the Funding shall be made through the Responsible Officer of the Institution/Organisation and shall be directed to the Scheme Coordinator at the following address:

Scheme Coordinator (*Discovery Projects*)  
Australian Research Council

Phone: 02 6284 6600  
Fax: 02 6284 6638

*Postal address*

PO Box 2702  
CANBERRA ACT 2601

Email: [ncgp@arc.gov.au](mailto:ncgp@arc.gov.au)

*Courier Address*

Cnr Jerrabomberra Avenue and Hindmarsh Drive  
SYMONSTON ACT 2609

## **36 Applicable Law**

36.1 This Agreement shall be governed by and construed in accordance with the laws in the Australian Capital Territory and the parties agree, subject to the Agreement that the Courts of the Australian Capital Territory shall have jurisdiction to entertain any action in respect of, or arising out of, this Agreement.

## **10 SCHEDULE A**

**Details of Projects to receive funding by the Commonwealth**

## SCHEDULE B

### Salaries

#### B1 ARC notional fellowship salaries 2005 (in 2004 \$)

	Salary	26% Oncosts	Total
<b>Australian Postdoctoral Fellowship (APD)/ Australian Postdoctoral Fellowship Industry (APDI)</b>			

	\$53,567	\$13,927	\$67,494
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#### **Australian Research Fellowship (ARF)/ Queen Elizabeth II Fellowship (QEII)**

<b>ARF</b>	\$66,867	\$17,385	\$84,252
<b>QEII</b>	\$79,465	\$20,661	\$100,126

#### **Australian Professorial Fellowship (APF)**

<b>Step 1</b>	\$91,790	\$23,866	\$115,656
<b>Step 2</b>	\$107,795	\$28,027	\$135,822

#### B2 Fellowships: maximum relocation allowances

USA	\$15,000
UK, Europe, Asia (Northern Hemisphere)	\$12,000
Asia (Southern Hemisphere/New Zealand)	\$9,000
Australia	\$6,000

**Research Special Conditions**

- C1. *Importation of Experimental Organisms:* The Institution/Organisation must ensure that, before experimental organisms are imported into Australia for the purposes of a Project, they or the Chief Investigator of the Project must obtain agreement in principle for the importation from the appropriate Commonwealth and State authorities.
- C2. *Research Involving Humans or Animals:* If any Project conducted by the Institution/Organisation involves research on or involving humans or animals, the Institution/Organisation shall ensure that the codes adopted for these purposes by the National Health and Medical Research Council are complied with and that the Project may not commence without clearance from the Institution's/Organisation's Ethics or Biosafety Committee (or equivalent) and from any other relevant authority outside of the Institution/Organisation.
- C3. *Deposition of Biological Materials:* Any biological material accumulated during the course of a Project shall be transferred to an Australian body with statutory responsibility for control of such material. If no such body is available to take control of the biological material then the Institution/Organisation shall dispose of the material in accordance with the Institution's/Organisation's established safeguards.
- C4. *Genetic Manipulation:* If a Project involves the preparation and/or use of recombinant nucleic acids constructed *in vitro* from sources that do not ordinarily recombine genetic information, approval in writing by the Institution's/Organisation's Biosafety Committee (or equivalent) or the Office of the Gene Technology Regulator (OGTR) must be obtained.
- C5. *Recombinant DNA techniques:* If a Project involves, or is concerned with the use of recombinant DNA techniques, the Institution/Organisation shall ensure that the principles and guidelines established and approved from time to time by the Australian Government's Recombinant DNA Monitoring Committee are observed.
- C6. *Recombinant DNA techniques on animals or humans:* If a Project involves or concerns the use of recombinant DNA techniques on animals or humans then, before the proposed research commences, the Institution/Organisation shall ensure that the research has been approved by the relevant Ethics or Biosafety Committee (or equivalent) of the Institution/Organisation. The Institution/Organisation shall retain all Certificates relating to the above and will provide such evidence to the Scheme Coordinator if required to do so.
- C7. *Ionising Radiation:* If a Project involves the use of ionising radiation, the Institution/Organisation shall ensure that any personnel performing procedures involving ionising radiation are appropriately trained and hold a relevant current licence from the appropriate State authority. The Institution/Organisation shall retain all such licences and shall provide them to the Scheme Coordinator if required to do so.
- C8. *Social Science Data Sets:* Any digital data arising from a Project involving research relating to the social sciences should be lodged with the Australian Social Science Data Archive (ASSDA) for secondary use by other investigators. This should normally be done within 2 years of the conclusion of any fieldwork relating to the Project research. If a Chief Investigator is not intending to do so within the 2-year period, s/he should include the reasons in the Project's Final Report.

**Special Conditions for Fellowships****D1 Australian Postdoctoral Fellowship**

- D1.1 The Institution/Organisation must provide from the Funding to each Australian Postdoctoral Fellowship holder named on the Project at least the ARC notional APD salary and on-costs as listed in Schedule B.
- D1.2 Subject to Clause 5.3, the tenure of an Australian Postdoctoral Fellowship is 3 years and is subject to the receipt of satisfactory Annual Progress Reports. The Fellowship will not be extended beyond 3 years except under Clauses D1.3 and D7 below.
- D1.3 If the Institution/Organisation agrees to a Fellow undertaking a 4-year Australian Postdoctoral Fellowship teaching/research option, the Institution/Organisation must pay from Funds only three-quarters of the ARC notional APD salary and on-costs. The Institution/Organisation is responsible for the remaining one-quarter of the salary and on-costs.
- D1.4 The Institution/Organisation shall make up any shortfall between the ARC notional APD salary and on-costs, and the prevailing salary levels for other academic staff at a similar level, from sources other than these Funds, so that the Fellows are no worse off financially than their peers.
- D1.5 Australian Postdoctoral Fellows may compete for an Australian Research Fellowship or Queen Elizabeth II Fellowships in the last year of their current Fellowship.

**D2 Australian Research Fellowship/Queen Elizabeth II Fellowship**

- D2.1 The Institution/Organisation must provide from the Funding to each Australian Research Fellowship holder and each Queen Elizabeth II Fellowship holder the ARC notional ARF/QEII salary. Subject to Clauses 5.3 and D7, the tenure of an Australian Research Fellowship or a Queen Elizabeth II Fellowship is 5 years and is subject to the receipt of satisfactory Annual Progress Reports. The Fellowship will not be extended beyond 5 years.
- D2.2 The Institution/Organisation shall make up any shortfall between the ARC notional ARF/QEII salary and on-costs, and the prevailing salary levels for other academic staff at a similar level, from sources other than these Funds, so that the Fellows are no worse off financially than their peers.
- D2.3 Australian Research Fellows and Queens Elizabeth II Fellows may compete for an Australian Professorial Fellowship in the last year of their current Fellowship.

**D3 Australian Professorial Fellowship**

- D3.1 The Institution/Organisation must provide from the Funding to each Australian Professorial Fellowship holder the ARC notional APF salary. Subject to Clauses 5.3 and D7, the tenure of an Australian Professorial Fellowship is 5 years and is subject to the receipt of satisfactory Annual Progress Reports. The Fellowship will not be extended beyond 5 years.
- D3.2 The Institution/Organisation shall make up any shortfall between the ARC notional APF salary and on-costs, and the prevailing salary levels for other academic staff at a similar level, from sources other than these Funds, so that the Fellows are no worse off financially than their peers.

D3.3 Australian Professorial Fellows may compete for a new Fellowship during the last year of their current Fellowship.

**D4 50:50 Salary option**

D4.1 In some instances the ARC has approved a proposal to pay 50% salary and 50% on-costs for APF's and ARF/QEII Fellowships. In this instance, the Institution/Organisation must provide from the Funding to each Fellowship holder 50% of the appropriate Institution/Organisation salary. The Institution/Organisation must also provide each Fellowship with 50% salary from sources other than the Funding.

**D5 Use of the Funding – Relocation expenses**

D5.1 The Institution/Organisation must make reimbursement payments from the Funding to Fellows for relocation costs (travel expenses (see Clause D5.2 below) and removal of household items only) on provision of full particulars of mode and time of travel and the receipts for all other payments *e.g.* removal expenses of household items. The Institution/Organisation should make such claims within 12 months.

D5.2 The Institution/Organisation shall ensure that the total amount of travel expenses (excluding the cost of removal of household items) claimed does not exceed the cost of the cheapest direct airfare for the Fellow and their dependants. Where a Fellow elects to travel by car, the ARC will provide a mileage allowance up to the maximum equivalent of the cheapest direct airfare. On completion of the Fellowship, the Fellow will be entitled to the same return travel provisions provided that the Fellow has not obtained subsequent employment in Australia for a period exceeding twelve months.

D5.3 Reimbursement of relocation costs will be provided to the Institution/Organisation by the ARC on the basis of a claim submitted, on condition that:

- (a) all relevant receipts are provided to the ARC;
- (b) the claim is processed by the Institution/Organisation within 12 months of the relocation;
- (c) the Institution/Organisation submits the reimbursement request to the ARC within 12 months of receipt of the claim; and
- (d) all claims are made in Australian dollars.

D5.4 The ARC will not provide reimbursement for items including, but not limited to; rental bonds, new household furniture, telephone and other utility connections, pet housing and other effects considered typical household expenses.

D5.5 The Institution/Organisation may reimburse Fellows and claim from the ARC up to the following amounts for travel expenses and removal of household items expenses to be paid from the Funding:

- (d) a maximum of \$15,000 for a Fellow who relocates from the USA;
- (e) a maximum of \$12,000 for a Fellow who relocates from UK / Europe / Asia (Northern Hemisphere);
- (f) a maximum of \$9,000 for a Fellow who relocates from NZ / Asia (Southern Hemisphere); and
- (g) a maximum of \$6,000 for a Fellow who relocates within Australia.

D5.6 For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the Fellow. A spouse who transfers employment to the city of the Institution/Organisation can be regarded as a dependant. A child continuing to study at the former city and not intending to live with the Fellow cannot be regarded as a dependant.

## **D6 Promotion**

D6.1 Australian Professorial Fellows must have the same access to promotion as other academic staff of the same grade. If promoted to new levels within the Australian Professorial Fellowship range, the Institution/Organisation shall seek ARC endorsement of the Fellow's new level from the Scheme Coordinator.

D6.2 Where an APF has been promoted, the Institution/Organisation may seek the Minister's approval for an increase in salary to the next step on the ARC notional APF salary scale. If approved the date for payment of the increase will be taken from the date of the ARC's written endorsement of the Fellow's new level.

## **D7 Conditions of Employment and Recognition of Fellows**

D7.1 Fellows, other than those awarded the 50:50 salary option, may not hold another position either at the Institution/Organisation or at another Institution/Organisation. The Institution/Organisation must confirm that successful applicants have formally resigned from their positions before taking up Fellowships at the Institution.

D7.2 The Institution/Organisation shall recognise ARC Research Fellows as academic staff and incorporate them fully into the activities and academic life of the Institution/Organisation, but should note that limits do apply (see Clause D7.3). Unless the Minister otherwise determines, the provision of salaries, recreation leave, sick leave and other conditions of employment for Fellows shall be those of the Institution/Organisation.

D7.3 Additional academic duties, including research supervision, are not discouraged but should enhance, rather than detract from, the Fellows' research. Fellows, other than those awarded the 50:50 salary option, may not accept additional appointments or remuneration without the prior agreement of the Institution/Organisation and the Minister.

D7.4 The Institution/Organisation shall ensure that, during the tenure of the Fellowship, a Fellow shall be entitled to leave of absence for recreation at the rate of four weeks per annum, to be taken at any time by arrangement between the Fellow and the Institution/Organisation. However, the ARC will not provide additional funds to cover accrued leave proposed to be taken after the Fellowship period has expired. Fellows should therefore take their recreation leave during the period of Fellowship tenure.

D7.5 The Institution/Organisation shall ensure that eligible Fellows are entitled to up to 12 weeks' paid maternity leave, in addition to the duration of their Fellowship. The ARC will provide up to 12 weeks' additional funding, where necessary, for this purpose. The primary mechanism for claiming the additional funding for this purpose is the End of Year Report.

D7.6 The Fellow may take a total of 12 months' leave through the duration of the Fellowship where it is in accordance with the Institution's/Organisation's practice, using accrued leave or leave without pay.

D7.7 ARC Fellow salaries include a 26 per cent loading to cover salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, however, excludes items such as extended leave and severance pay. On-costs that exceed 26% should be provided by the Institution/Organisation.

## **D8 Infrastructure**

D8.1 The Institution/Organisation shall provide Fellows with the same access to infrastructure funds as applies to academic staff at the same level within the Institution/Organisation and afford them equal status with similar staff for the provision of accommodation, access to necessary laboratory and workshop facilities, adequate time on the Institution's/Organisation's computer and other equipment, stationery, photocopying and typing services. Institutions/Organisations are also required to provide reasonable time on major equipment necessary for the conduct of the Fellow's research program.

## **D9 Suspension of Fellowship**

D9.1 A Fellow may apply for a suspension of the Fellowship for a period of up to twelve (12) months in total during the tenure of the Fellowship. This may occur if, for example, a Fellow is offered a short-term teaching or research position. In such a case, the work to be carried out would need to be closely related to the research being undertaken under the Fellowship.

D9.2 Applications for suspension for up to six (6) months may be approved by the Vice-Chancellor or his/her nominee unless they occur in the first year of the Fellowship.

D9.3 A Fellow wishing to suspend for more than six (6) months, or during the first year, must apply through the Research Office to the Scheme Coordinator seeking the Minister's approval to suspend the Fellowship. Unless there are extenuating circumstances, a suspension will not normally be granted in the first year of the Fellowship.

D9.4 A suspension for more than six (6) months that commences without the written permission of the Minister may result in the immediate termination of the relevant Fellowship.

## **D10 Relinquishment of Fellowship**

D10.1 The Institution/Organisation shall require Fellows to give one month's notice to the Institution/Organisation if they intend to relinquish the Fellowship.

D10.2 The Institution/Organisation shall advise the ARC Scheme Coordinator of the relinquishment of a Fellowship immediately.

## **D11 Change of Fellow**

D11.1 If a Fellow is not able to continue the Project, the fellowship element of the Project is terminated.

D11.2 If the ARC does not consider the Project viable without the Fellow's contribution to the Project and the Fellow is not able to continue the Project, the Project as a whole will be terminated.

