



Australian Government

Australian Research Council

Funding Agreement
between the
Commonwealth of Australia
as represented by the
Australian Research Council
and
<<Administering Organisation>>

regarding funding for
Australian Laureate Fellowships
to commence in
2010

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Parties & Recitals

THIS AGREEMENT is made on the _____ 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

<< Administering Organisation>> ('the Administering Organisation')
(together the Parties)

WHEREAS:

- A. The Commonwealth through the ARC operates the *Australian Laureate Fellowships Scheme* ('the Scheme');
- B. The Commonwealth accepts that the Administering Organisation is an eligible body for the purposes of the Scheme, and the Commonwealth may provide financial assistance to support the Administering Organisation to conduct the Projects, including the approved funding elements, being those described in Schedule A;
- C. The Commonwealth is required by law to ensure the accountability of Funding and, accordingly, the Administering Organisation is required to be accountable for all Commonwealth Funding it receives under this Agreement; and
- D. The Commonwealth wishes to provide Funding under the Scheme to the Administering Organisation for the purposes, and subject to the terms and conditions, set out in this Agreement.

IT IS HEREBY AGREED as follows:

1. Definitions

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.

Administering Organisation means an Eligible Organisation that submits a Proposal for funding under *Australian Laureate Fellowships* and which will be responsible for the administration of the funding if the proposed project is approved for funding.

ARC means the Australian Research Council, as established under the *Australian Research Council Act 2001*.

ARC Act means the *Australian Research Council Act 2001*.

ARC Centre means a research centre wholly or partly funded by the ARC. This includes ARC *Centres of Excellence*, *ARC Centres*, *ARC Special Research Centres* and co-funded Centres such as the Australian Centre for Plant Functional Genomics (ACPF), the Australian Stem Cell Centre (ASCC), the National ICT Australia (NICTA), the National Centre for Groundwater Research and Training and Research in Bionic Vision Science and Technology.

ARC Fellowship means a position held by a researcher where the salary is funded wholly or partly by the ARC and where the researcher has been nominated in a Proposal to hold a Fellowship. An ARC Fellowship may be awarded at a number of levels and in various ARC schemes. ARC Fellowship includes Australian Postdoctoral Fellowship (APD), Australian Research Fellowship (ARF), Australian Research Fellowship Indigenous (ARF-I), Queen Elizabeth II Fellowship (QEII), Australian Professorial Fellowship (APF), Australian Postdoctoral Fellowship (Industry) (APDI), Linkage Industry Fellowship (LIF), Australian Postdoctoral Fellowship (CSIRO) (under the former APD CSIRO scheme); ARC Centre Fellowship, ARC

International Fellowship (ARCIF), ARC Federation Fellowship, ARC Future Fellowship, Australian Laureate Fellowship, ARC Indigenous Research Fellowship (IRF) and Super Science Fellowship.

ARC website is www.arc.gov.au.

Asset includes personal, real or incorporeal property, but shall not include intellectual property.

Audited Financial Statement means the statement to be submitted by the Administering Organisation by 30 June each year in accordance with paragraph 58(1)(b) of the ARC Act.

Australian Laureate Fellow means a researcher who has been awarded an Australian Laureate Fellowship.

Australian Laureate Fellowship means an ARC Fellowship awarded under the ARC's *Australian Laureate Fellowships* scheme. This does not include any PDRA or PGR components.

Chief Executive Officer or **CEO** means the occupant of the position from time to time of the Chief Executive Officer of the ARC, or delegate, as established under the ARC Act.

Commonwealth means the Commonwealth of Australia.

Commonwealth-funded Research Centre means a research centre substantially funded from Commonwealth competitive research funding sources and includes ARC Centres, Commonwealth Research Centres and National Health and Medical Research Council (NHMRC) Program Grants and Centres of Clinical Research Excellence. It does not include *Research Networks* funded by the ARC.

Confidential Information means any information which the parties agree is confidential or that is by its nature confidential.

Conflict of Interest means an actual or perceived conflict between a person's public duty and their private or personal interest.

Department means the Commonwealth Department of Innovation, Industry, Science and Research.

Eligible Organisation means an organisation that is eligible to apply for and receive funding under the *Australian Laureate Fellowships Funding Rules*.

End of Year Report means the report described in clause 32.2.

Fellow means an individual researcher, named in Schedule A, who has been awarded an Australian Laureate Fellowship.

Fellowship means an individual Australian Laureate Fellowship which has been awarded to an eligible researcher named in Schedule A.

Final Report means the report described in clause 32.4.

FTE means Full-time equivalent.

Funding or **Funds** means the amount or amounts payable under this Agreement for each Project as specified in Schedule A and includes amounts for salary support and, where appropriate, Project Funding.

Funding Agreement means this document.

Funding Period means the approved period set out in Schedule A for that Project, or as otherwise approved in writing by the Minister.

Funding Rules means the *Australian Laureate Fellowships Funding Rules for funding commencing in 2010* and includes the *Instructions to Applicants* document 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*.

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.

Minister means the Minister from time to time responsible for the administration of the ARC Act or the Minister's delegate.

NHMRC means the National Health and Medical Research Council.

Personnel means those persons involved in the conduct of the Project.

Postdoctoral Research Associate or PDRA means a postdoctoral research associate, funded by the Commonwealth through the Administering Organisation, who will be employed on the Project.

Postgraduate Researcher or PGR means a postgraduate research student, funded by the Commonwealth through the Administering Organisation, who will complete a postgraduate research degree through the Project.

Privacy Commissioner means the person occupying the position of Privacy Commissioner from time to time pursuant to the *Privacy Act 1988*.

Progress Report means the report described in clause 32.3.

Project means any project as described in Schedule A, including individual Fellowships; or as otherwise approved by the Minister for funding under this Agreement.

Proposal means a request to the ARC for the provision of financial assistance for a research project which is submitted in accordance with Funding Rules approved by the Minister.

Recipient Created Tax Invoice means a tax invoice that is issued by the recipient of the goods and/or services rather than the supplier.

Research Director means a Person who is appointed to supervise a research program within a Commonwealth Funded Research Centre.

Research Office means a business unit within an organisation that is responsible for administrative contact with the ARC regarding Proposals and research projects.

Responsible Officer means the Vice-Chancellor or other corporate head of the Administering Organisation or an officer nominated by her/him.

Scheme has the meaning given in Parties and Recitals.

Scheme Coordinator means the occupant from time to time of the position of Scheme Coordinator (*Australian Laureate Fellowships*) in the ARC, or any other person to whom the administration of the *Australian Laureate Fellowships* scheme may be allocated.

Special Condition means a special condition specified in Schedule A of a Funding Agreement which governs the use of the Funding provided by the ARC.

Special Studies Program means an approved program providing release from normal duties for research related activity or professional development purposes.

UA means Universities Australia.

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 or italic 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 and all references to a schedule refer to a schedule in this Agreement;
 - (f) all references to dollars are to Australian dollars and this Agreement uses Australian currency;
 - (g) 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, replaced or supplemented, is a reference to that statute or other legislation as amended, replaced or supplemented;
 - (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 is subject to the ARC Act. If there is any conflict between this Agreement and the ARC Act, then the ARC Act prevails to the extent of any inconsistency.
- 3. Entire Agreement and Variation**
- 3.1 This Agreement, including Schedules, the Proposal for each Project 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 Notwithstanding clause 3.1, the Minister may at any time impose other requirements or conditions in connection with any Funding covered by this Agreement as provided for under the ARC Act. The Administering Organisation must as soon as possible or as otherwise agreed in writing with the ARC, comply (or procure compliance) with any other Ministerial conditions or requirements notified by the ARC from time to time. In the event of any inconsistency between this Agreement and any such further requirements or conditions, the Administering Organisation will not be taken to have breached this Agreement where it has acted consistently with any further requirements or conditions notified under this clause.
- 3.3 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 the Agreement;
 - (b) the Schedules;
 - (c) the Funding Rules; and
 - (d) the Proposal.
- 3.4 The Administering Organisation and the Commonwealth may agree to vary this Agreement. Other than as expressly provided for in this Agreement, any variation to this Agreement must be in writing and signed by both parties.
- 3.5 The Administering Organisation is required to do all things incidental or reasonably necessary to give effect to this Agreement, including procuring any researchers or third parties to do such incidental or reasonably necessary things. This includes, but is not limited to, the Administering Organisation’s securing the agreement of all parties involved in Projects to abide by the terms and conditions of this Agreement.

4. Term of Agreement and Funding Period

- 4.1 This Agreement takes effect on the date it has been executed by the Administering Organisation and the ARC and continues to operate until all parties have fulfilled their obligations under this Agreement.
- 4.2 Subject to clauses 4.3 and 5 of this Agreement, the period of funding is the “Funding Period” unless the Funding is terminated earlier in accordance with this Agreement.
- 4.3 The Funding Period for any Project including the Fellowship element 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 54 of the ARC Act to vary the Funding, this Agreement will continue to apply to any Project, including Fellowships, granted financial assistance under such a determination.

5. Payment of Funding

- 5.1 Subject to the provisions of the ARC Act, the terms of this Agreement and sufficient program funding being available for the Scheme, the Commonwealth shall pay the Funds to the Administering Organisation for each Project in progressive monthly instalments in accordance with Schedule A.
- 5.2 All Funding for a Project is subject to the following conditions:
- (a) that the Project commence in accordance with clause 12, or by any later date approved by the ARC under clause 13;
 - (b) that the Fellow(s) listed in Schedule A lead and co-ordinate the Project at all times during the Funding Period, including by having direct responsibility for the strategic decisions and the communication of results for the Project;
 - (c) that the Administering Organisation conduct the Project substantially in accordance with the ‘Description of Project/Program of Research’ contained in the Proposal, or in the event of any variation to the Project, in accordance with the description, aims and research plan as otherwise approved by the Minister;
 - (d) that the Administering Organisation spend all Funds paid under this Agreement for each Project substantially in accordance with the ‘Project Cost’ detailed in the Proposal for that Project and any Special Conditions, or the budget as otherwise approved by the ARC and any conditions otherwise imposed by the Minister in accordance with the ARC Act, and in accordance with the requirements of this Agreement and the Funding Rules;
 - (e) that the Administering Organisation not receive for the Project any amount of Funding from the ARC in excess of that to which it is properly entitled, or which the Commonwealth is not required to pay, either under this Agreement or the ARC Act;
 - (f) that the Administering Organisation submits on time all reports required under this Agreement, in the form and with content satisfactory to the ARC.
 - (g) that progress of the Project is, in the opinion of the Chief Executive Officer, satisfactory;
 - (h) that each Fellow listed in Schedule A, at all times during her/his participation in a Project, meet the criteria specified in Section 8 and subsections 6.1.3 and 6.1.5 of the Funding Rules, including by having direct responsibility for the strategic decisions and the communication of results for the Project;
 - (i) that the ARC is advised in a timely manner of any and all actual and potential Conflicts of Interest of parties involved in the Project which have the potential to influence or appear to influence the research and/or activities related to the Project;

- (j) that the ARC is advised in a timely manner of any and all other Commonwealth funding which has been, is being, or is intended to be provided for the research and/or activities funded under this Agreement;
 - (k) that there is no duplication of Commonwealth funding for the research and/or activities funded for the Project under this Agreement;
 - (l) that the Administering Organisation's funding contribution for each Project satisfies the requirements set out in the Funding Rules, unless otherwise approved by the Minister; and
 - (m) that the Administering Organisation comply with any other requirements or conditions imposed by the Minister in connection with any Funding covered by this Agreement.
- 5.3 If the Administering Organisation does not meet any one or more of the conditions listed in clause 5.2 in respect of a Project, the Commonwealth may, by notice in writing to the Administering Organisation, do any or all of the following:
- (a) not pay the Administering Organisation any further Funds for that Project;
 - (b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any funds not spent in accordance with this Agreement;
 - (c) vary the amount of Funding approved for that Project.
- 5.4 The Administering Organisation must pay to the Commonwealth the amount specified in any notice received under clause 5.3(b), within 30 days of the date of that notice.
- 5.5 The Commonwealth will pay to the Administering Organisation, by way of financial assistance in accordance with the ARC Act, the approved amounts set out in Schedule A, which is net of any GST which may be imposed on the supply.
- 5.6 Unless otherwise indicated or required by Law, all consideration for any supply made under this Agreement is exclusive of any GST imposed on the supply. If the Administering Organisation makes a taxable supply to the Commonwealth under this Agreement, the Commonwealth, on receipt of a tax invoice from the Administering Organisation or the issuing of a Recipient Created Tax Invoice by the Commonwealth, will pay without setoff an additional amount to the Administering Organisation equal to the GST imposed on the supply in question. No party may claim or retain from the other any amount under this Agreement for which the first party can obtain an input tax credit.
- 5.7 The Commonwealth shall have the right to unilaterally vary the amounts for any or all Projects.
- 5.8 The ARC notional Australian Laureate Fellowship salary support and other allowances, as set out in Schedule B, are applicable as at 1 January 2010. In the event that the Minister makes a determination under section 54 of the ARC Act, the Commonwealth shall have the right to unilaterally vary the salary support set out in Schedule B of this Agreement to reflect annual adjustments.
- 5.9 Where the Commonwealth exercises its right under clauses 5.7 or 5.8 above, it shall inform the Administering Organisation in writing of the variation within 30 days of that variation having been made.
- 6. Accuracy of Information**
- 6.1 The provision of any Funding for a Project is conditional on all information contained in the Proposal for that Project and all reports required by this Agreement from the Administering Organisation being 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.

- 6.2 If the Commonwealth considers that a Proposal for a Project or any report provided under this Agreement contains incomplete, inaccurate or misleading information, the Commonwealth may by notice in writing to the Administering Organisation do any or all of the following:
- (a) not pay the Administering Organisation any further Funds for that Project;
 - (b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any funds not spent in accordance with this Agreement;
 - (c) vary the amount of Funding approved for that Project.

7. Use of the Funding: Activities, Facilities and Types of Work

- 7.1 The Administering Organisation will ensure that each Project is carried out in accordance with this Agreement in a diligent and competent manner. In addition, each Project will be conducted in accordance with the ‘Description of Project/Program of Research’ contained in the Proposal, or any revised description, budget, aims and research plan, which have been submitted by the Administering Organisation and approved by the Minister.
- 7.2 The Administering Organisation must ensure that expenditure on each Project described in Schedule A is in accordance with the ‘Description of Project/Program of Research’ contained in the Proposal and within the broad structure of the proposed ‘Project Cost’ detailed in the Proposal or any revised budget, aims and research plan submitted by the Administering Organisation which has been approved by the Minister.
- 7.3 The Administering Organisation must not use the Funding:
- (a) for purposes specifically excluded in the Funding Rules; or
 - (b) for purposes specifically excluded in this Agreement, for example clauses 7.5 and 7.6 of the Agreement.
- 7.4 The Administering Organisation must ensure that the Fellow(s) listed in Schedule A have adequate time to carry out each Project and must provide the basic facilities required for each Project. Basic facilities include but are not limited to:
- (a) accommodation (e.g. laboratory and office, suitably equipped and furnished in standard ways);
 - (b) access to film or music editing facilities;
 - (c) access to a basic library collection;
 - (d) web hosting;
 - (e) standard reference materials or funds for abstracting services;
 - (f) provision of computers, including laptops (excluding access to high-performance computers or other specialised applications that are justified against the project) and basic computing facilities such as printers, word processing and other standard software; and
 - (g) use of photocopiers, telephones, mail, fax, email and internet services.
- 7.5 As set out in the Funding Rules, Funds may not be used for:
- (a) capital works and general infrastructure;
 - (b) teaching and/or teaching relief;
 - (c) special studies (study leave) programs;

- (d) international students' fees, Higher Education Contribution Scheme (HECS) and Higher Education Loan Programme (HELP) liabilities;
 - (e) basic facilities (including, but not limited to, those items specified in clause 7.4);
 - (f) advertising and appointment costs; and/or
 - (g) costs not directly related to a Project.
- 7.6 Unless otherwise approved by the Minister, the Funding must not be used to fund any research and/or activities for which other financial assistance from the Commonwealth has been, is being, or is intended to be provided.
- 7.7 Unless otherwise approved by the Minister, the Administering Organisation must provide the resources to undertake each Project as specified in the Approved Proposal.
- 7.8 The Administering Organisation must obtain the agreement of all parties necessary to allow each Project to proceed. These agreements must be attested to by hand-written signatures and certifications from all relevant persons and organisations involved in the Project and are to be retained by the Administering Organisation which must provide them if requested by the ARC.
- 7.9 If any other Commonwealth funding is approved for any research and/or activity which is similar to research or activities being conducted for any Project, the ARC must be notified immediately and the ARC may consider whether or not to terminate or recover funding to the extent that it is duplicated by another Commonwealth source.
- 8. Use of the Funding: Provision of Salaries and Salary support**
- 8.1 The Funding specified in Schedule A for Fellowship salary supplement must only be used for the provision of salary and on-costs for the Fellow.
- 8.2 Salary supplement entitlements for Australian Laureate Fellows are detailed in Schedule B. Funding provided for an Australian Laureate Fellowship must be used in accordance with this Funding Agreement.
- 8.3 Salary support entitlements for PDRA are detailed in Schedule D. Stipend support entitlements for PGR are detailed in Schedule E. ARC notional salary and stipend rates are detailed in Schedule B. Funding provided for a PDRA must be used in accordance with Schedule D. Funding provided for a PGR must be used in accordance with Schedule E.
- 8.4 Funds specified in Schedule A for Project Funding, if any, may be used by the Administering Organisation to employ Personnel other than the Fellow where provision for such was included in the Proposal. Such personnel may be employed full-time or part-time, as required.
- 8.5 The Administering 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 an average of 20 hours per week.
- 8.6 In respect of Personnel, unless the ARC otherwise determines:
- (a) in recruiting Personnel, the Administering 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 Administering Organisation;
 - (c) the on-cost provisions beyond the ARC contribution of 28% remain the responsibility of the Administering Organisation, e.g. extended periods of leave, severance pay etc. must not be provided from ARC funds. See also clause 18 "Negation of Employment by the Commonwealth".

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

9. Use of the Funding: Relocation Expenses

9.1 Subject to the provisions of this clause 9, the Administering Organisation may make reimbursement payments up to the maximum amount specified in Schedule B, from the Funding to a Fellow, for relocation costs (for relocation travel expenses and removal of household items only) on provision of full particulars of mode and time of travel and the provision of receipts for all other payments e.g. removal expenses of household items. The Administering Organisation may make a claim for reimbursement of such payments providing a written request, including all receipts, is submitted to the ARC within 12 months of the date of relocation of the Fellow. All claims must be made in Australian dollars.

9.2 The Administering Organisation must ensure that travel expenses, where payable from the Funding, do not exceed the cost of the cheapest direct economy airfare (or concession rate if applicable) for the Fellow and their dependants. If a Fellow elects to travel by car, the ARC will provide reimbursement based on a mileage allowance up to the maximum equivalent of the cheapest direct economy 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 12 months, and the total amount of relocation expenses requested does not exceed the maximum amount specified in Schedule B.

9.3 The ARC will not provide reimbursement for items it considers are not appropriate or reasonable including, but not limited to: temporary or longer-term accommodation, costs for locating accommodation, rental bonds, school fees, purchase or hire of household furniture, telephone and other utility connections, pet housing, and other items considered typical household expenses. The ARC may recover any Funds spent on items it considers are not appropriate.

9.4 For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the Fellow. A spouse who transfers employment and residence to the city where a Fellow is to be based can be regarded as a dependant. A child continuing to study elsewhere and not intending to live predominantly with the Fellow is not regarded as a dependant.

10. Conditions of Employment of Australian Laureate Fellows

10.1 Fellowships are funded for five years, subject to Parliamentary appropriations and the receipt of satisfactory annual Progress Reports as required by clause 32.3.

10.2 Fellowships are tenable on a full-time basis only at the Administering Organisation. The Administering Organisation must ensure that the Fellow is employed full-time on the research and research capacity-building activities of the Project.

10.3 Notwithstanding clause 10.2, a Fellow may serve as a Research Director of an ARC Centre provided she/he works full-time on research and research capacity building activities and that her/his administrative duties in the Centre do not consume a substantial amount of her/his time. If an Australian Laureate Fellow is to act as a Research Director of an ARC Centre, the Administering Organisation must advise the ARC in writing of the details of the arrangements to be put in place which will ensure that the Fellows' administrative duties will not consume a substantial amount of her/his time (including

details of those persons who will be responsible for the administrative functions of the Centre).

- 10.4 Fellows cannot hold another Fellowship either at the Administering Organisation or at another organisation. Before a Fellow commences the Australian Laureate Fellowship, the Administering Organisation must confirm that the Fellow has completed or relinquished any current fellowships. This applies to all ARC Fellowships and any other fellowship held with another funding body.
- 10.5 Unless otherwise approved by the Minister, Fellows cannot hold another appointment/position (continuing or non-continuing) either at the Administering Organisation or at another organisation. Fellows must relinquish any existing appointment/positions (continuing or non-continuing) prior to commencement of the Fellowship. This does not apply to the salaried position that the Administering Organisation must provide as part of the Australian Laureate Fellowship.
- 10.6 The Administering Organisation shall recognise Fellows as academic staff and incorporate them fully into the activities and academic life of the Administering Organisation, but should note that limits do apply (see clause 10.7 below). The provision of salaries, recreation leave, sick leave and other conditions of employment for Fellows shall be those of the Administering Organisation.
- 10.7 Notwithstanding clauses 10.2 and 10.5, a Fellow may undertake research supervision or academic duties in addition to performing the Fellowship but only where it enhances, rather than detracts from, the Project. However, a Fellow may not accept additional appointment(s) or remuneration without the prior agreement of the Administering Organisation and the ARC.
- 10.8 The Administering Organisation must provide the Fellow with a salary of a Level E professorial appointment (or equivalent) for the duration of the Fellowship.
- 10.9 The Administering Organisation must ensure that, during the Fellowship period, 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 during the Fellowship period by arrangement between the Fellow and the Administering Organisation. However, the Commonwealth will not provide additional funds to cover accrued leave proposed to be taken after the Fellowship period has expired or has been terminated. If a Fellow's salary entitlements for recreation leave accrued during the Fellowship are to be funded from the Funding, the Fellow must take her/his recreation leave during the period of the Fellowship.
- 10.10 The Administering Organisation must ensure that eligible Fellows are entitled to up to 14 weeks paid maternity leave during the duration of their Fellowship. The Commonwealth will provide up to 14 weeks additional funding for this purpose and the Fellowship period will be extended for a period equivalent to the duration of the paid maternity leave. The additional Funding for this purpose is to be claimed through the End of Year Report submitted to the ARC or by means of submission of a *Variation of Funding Agreement* request.
- 10.11 The Administering Organisation must ensure that eligible Fellows are entitled to take up to two weeks paid partner/parental leave at the time of birth or adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide up to two weeks additional funding for this purpose and the Fellowship period will be extended for a period equivalent to the duration of the paid partner/parental leave. The additional Funding for this purpose is to be claimed through the End of Year Report submitted to the ARC or by means of submission of a *Variation of Funding Agreement* request.

- 10.12 In addition to recreation leave, as provided for in clause 10.9 and maternity and paid partner/parental leave as provided for in clause 10.10 and 10.11 above respectively, the Fellow may take additional leave of up to 12 months in total during the duration of the Fellowship using accrued leave or leave without pay providing it is in accordance with the Administering Organisation's normal practice and written approval has been obtained from the ARC. If approved by the Minister, the Fellowship period will be extended for a period equivalent to the length of (full-time equivalent) additional leave taken. In exceptional circumstances, or where warranted on compassionate grounds, the ARC may approve further additional leave and the Fellowship period may be extended accordingly. The Funds for the Fellowship which would otherwise have been payable during the period when additional leave is taken will continue to be paid to the Administering Organisation during the leave period and are to be held on trust by the Administering Organisation during the leave period. Other than in subsections 10.10 and 10.11 above, the ARC will not supplement the Funds to cover any additional costs incurred as a result of the leave being taken or delay in finalisation of the Project/Fellowship.
- 10.13 Subject to clause 10.14, Fellows must reside predominantly in Australia for the full duration of the Project. If the Fellow does not have permanent resident status, she/he must obtain temporary resident status from the Department of Immigration and Citizenship before taking up the Fellowship.
- 10.14 Fellows may, with the written approval of the Minister, undertake research overseas for periods of up to two years in total over the life of the project, providing that the Administering Organisation clearly demonstrates this is in the best interests of the research and its outcomes, and of national benefit to Australia.
- 10.15 Funding for the Fellow includes a 28 per cent loading to cover salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, but it excludes items such as extended leave and severance pay. On-costs that exceed 28 per cent and other costs (such as costs associated with or incurred as a result of extended leave and severance pay) must be met by the Administering Organisation.

11. Over-expenditure by the Administering Organisation

- 11.1 Any Project expenditure incurred by the Administering Organisation for a Project additional to the approved amount for that Project specified in Schedule A, or as otherwise varied by the Minister, is the responsibility of the Administering Organisation. The Commonwealth will not reimburse the Administering Organisation for such costs under any circumstances.

12. Commencement of Project

- 12.1 Subject to clause 13, the Project, including the Fellowship, must commence by no later than 31 December 2010, unless the commencement has been deferred to a later date approved by the Minister.

13. Deferral of Commencement of Project

- 13.1 If the Administering Organisation wishes to defer commencement of a Project, including the Fellowship, beyond 31 December 2010, a written request justifying the requested deferral in terms of special circumstances must be made to the Scheme Coordinator, through the Administering Organisation's Research Office, by submitting a *Variation of Funding Agreement* request, prior to 31 December 2010.
- 13.2 The Administering Organisation must not defer commencement of the Project, including the Fellowship, beyond 31 December 2010 unless the Administering Organisation has received written approval from the ARC.

- 13.3 If the Administering Organisation wishes to defer commencement of a PDRA or PGR beyond 31 December 2010 for Year 1 appointments and 31 December 2011 for Year 2 appointments, a written request must be made to the Scheme Coordinator through the Administering Organisation's Research Office, by submitting a *Variation of Funding Agreement* request, prior to 31 December 2010 for Year 1 appointments and 31 December 2011 for Year 2 appointments.
- 13.4 If approved, the deferment to the PDRA or PGR component does not constitute an extension to the term of the Project and Fellowship. The term of the PDRA must end with the completion of the Fellowship. If the deferred date of commencement of the PDRA results in the term being less than what is determined in Schedule D or Schedule E respectively, the recovery of unspent funds will occur upon completion of the Project as determined in Clause 34. Other than in exceptional circumstances, failure to appoint a PDRA or PGR within the approved timeframe will result in the immediate recovery of the funds allocated to the component.
- 13.5 For the purpose of clause 13.4, 'exceptional circumstances' includes, but is not limited to;
- (a) In circumstances where an ARC approved deferment of the commencement of the Project results in late appointment of the PDRA and PGR components; or,
 - (b) A PDRA or PGR is appointed, then unexpectedly relinquishes the appointment just prior to the commencement of the PDRA or PGR term; or,
 - (c) Difficulties are encountered in recruiting PDRAs and PGRs due to the specialised nature of the Project.
- 13.6 Other than in exceptional circumstances, the Minister will not approve the commencement of a Project, including the Fellowship, beyond 30 June 2011. The ARC may recover Funding for any Project which has not commenced by 30 June 2011.

14. Suspension of an Australian Laureate Fellowship

- 14.1 The request for the suspension of a Fellowship will be considered only if the circumstances are exceptional. Fellows wishing to suspend must apply through the Administering Organisation's Research Office, by submitting a *Variation of Funding Agreement* request, to the Scheme Coordinator seeking the Minister's approval to suspend the Fellowship.
- 14.2 Suspensions without written approval will be a breach of this Agreement and may result in the immediate termination of the Fellowship.

15. Fellows

- 15.1 The Administering Organisation must ensure that a Fellow conducts the Project in a diligent and competent manner and complies with this Agreement.
- 15.2 The Administering Organisation must provide each Fellow with a copy of this Funding Agreement within a reasonable time after the commencement of the Funding.
- 15.3 The Administering Organisation warrants that it has made proper inquiries of a Fellow in relation to her/his eligibility to perform the Project.
- 15.4 The Administering Organisation must ensure that, unless otherwise approved by the Minister, each Fellow meets the criteria specified in subsections 6.1.3 and 6.1.5 and Section 8 of the Funding Rules for the full term of the Fellowship.

16. Relinquishment of Fellowship

- 16.1 A Fellowship cannot be transferred to another person. If, at any time during the term of the Project, a Fellow relinquishes her/his Fellowship, or is no longer able to continue the

Fellowship, Funding for the Project will be terminated, including any PDRA or PGR components (if adequate supervision is not available for the PGR). In such cases, any unspent Funding for the Project will be recovered by the ARC.

- 16.2 The Administering Organisation must require Fellows to give notice of one month to the Administering Organisation if they intend to relinquish the Fellowship. The Administering Organisation shall immediately advise the Scheme Coordinator of the relinquishment of the Fellowship by means of a submission of a *Variation of Funding Agreement* request to the ARC. The End of Year Report must also contain details regarding any Fellow(s) that have relinquished their Fellowship.

17. Transfer of an Australian Laureate Fellowship Project

- 17.1 The transfer of a Project to another Eligible Organisation will be considered only if the circumstances are exceptional.
- 17.2 If at any time during the term of a Fellowship, the Administering Organisation becomes aware that a Fellow wishes to move organisations, the Administering Organisation must notify the ARC as soon as possible of the proposed change in circumstances for the Fellow.
- 17.3 If the proposed transfer of the Fellow is to another Eligible Organisation, the Administering Organisation may seek the Minister's approval for the transfer of the Funding from the Administering Organisation to the other Eligible Organisation ('the recipient Eligible Organisation') by submitting a *Variation of Funding Agreement* request to the ARC. 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 request must provide evidence that:
- (a) the following parties agree to the transfer:
 - i. the Administering Organisation; and
 - ii. the recipient Eligible Organisation;
 - (b) the recipient Eligible Organisation agrees to provide (in total) for the Project (including costs and in-kind financial support and facilities of commensurate quality) equivalent to that which would have been provided by the Administering Organisation and which satisfies the requirements of this Agreement and the Funding Rules;
 - (c) the transfer of the Project will not adversely impact on the research capacity developed by the Administering Organisation through the Project and that there is sufficient time available during the remainder of the Fellowship to build world-class research capacity at the new recipient Eligible Organisation;
 - (d) the research already developed will not be put at risk as a result of the transfer; and
 - (e) the Australian Laureate Fellow aligns with the current and emerging research strengths of the new recipient Eligible Organisation.
- 17.4 When the ARC receives a proposal requesting the transfer of Funding for a Fellowship, it will seek the Minister's approval for the transfer of unspent Funds and indicative Funding for the Project and any Assets as outlined in clause 23.4 to the recipient Eligible Organisation.
- 17.5 If Ministerial approval is granted to transfer the Funding (and any Assets):
- (a) the Administering Organisation must:
 - i. agree to any variation or termination (as applicable) of this Agreement proposed by the ARC to give effect to the changed Funding arrangements;

- ii. provide to the ARC, in writing, the amount of all unspent Funds for the Project and pay the ARC such unspent Funds. The ARC may then provide the unspent Funds to the recipient Eligible Organisation;
 - iii. report expenditure of Funding for the Project prior to the transfer in its End of Year Report and identify the transfer in that Report; and
 - iv. comply with any other directions reasonably given by the ARC to give effect to the transfer.
- (b) the recipient Eligible Organisation will be required to:
- i. enter into a new, or vary an existing, Funding Agreement with the ARC to give effect to the changed funding arrangements; and
 - ii. report expenditure of Funding for the Project subsequent to the transfer in its End of Year Report and identify the transfer in that Report.
- 17.6 If the Fellow changes organisations 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 and any unspent Funds recovered by the ARC.
- 17.7 If Funding for a project which was previously administered by another Eligible Organisation is to be transferred to the Administering Organisation, the Administering Organisation must ensure that the Project which is transferred and the Fellow performing the Project satisfy the eligibility and accountability requirements of the Funding Rules and terms and conditions of this Agreement.
- 17.8 If the transfer is approved by the Minister, relocation expenses must be paid by the recipient Eligible Organisation in accordance with Schedule B of this Agreement for the cost of relocation for the Fellow.
- 17.9 The Project and any equipment purchased with the Funding must not be transferred to the recipient Eligible Organisation until Ministerial approval for the transfer of the Funding is granted.
- 18. Negation of Employment by the Commonwealth**
- 18.1 Fellows and the Administering Organisation shall not by virtue of this Agreement be, or be deemed to be, employees, partners, or agents of the Commonwealth, or as having any power or authority to bind or represent the Commonwealth.
- 19. Conduct of Research**
- 19.1 The Projects must be conducted in accordance with any Special Conditions specified in this Agreement and with any other requirements or conditions imposed by the Minister in connection with any Funding covered by this Agreement.
- 19.2 The Administering Organisation must ensure that a Project under this Agreement will not proceed without appropriate ethical clearances from the relevant committees and/or authorities referred to in Schedule C or prescribed by the Administering Organisation's research rules. Responsibility for ensuring such clearances have been obtained remains with the Administering Organisation.
- 19.3 All parties involved in or associated with a Project are required to disclose to the ARC and the other parties involved in the Project, any actual or potential Conflict of Interest which has the potential to influence, or appear to influence, the research and activities, publications and media reports, or requests for funding related to the Project.
- 19.4 If the Administering Organisation or any Fellows become aware of any such actual or potential Conflict of Interest relating to any party involved in a Project, the Administering Organisation must:

- (a) notify the ARC immediately of the nature and details of the Conflict of Interest; and
 - (b) have established processes in place for managing the actual or potential Conflict of Interest of NHMRC/ARC/UA *Australian Code for the Responsible Conduct of Research Practice* (2007).
- 19.5 If the Administering Organisation or any Fellow has failed to disclose a Conflict of Interest, the Commonwealth may do any of the things provided for in clause 5.3.
- 19.6 Each Project must, unless otherwise approved by the ARC in writing, conform to the principles outlined in the following and their successor documents:
- (a) the NHMRC/ARC/UA *Australian Code for the Responsible Conduct of Research* (2007);
 - (b) as applicable, the NHMRC/ARC/AVCC *National Statement on Ethical Conduct in Human Research* (2007); and
 - (c) as applicable, the NHMRC's other codes on animal research.
- 20. Conduct of Elements of Projects - Identification of PDRA and PGR**
- 20.1 If a Project has been awarded any PDRA elements, the number of funded Postdoctoral Research Associates and the salary plus on-cost payable for the researchers appear in Schedule A. The Administering Organisation must conduct Projects involving PDRA in accordance with the Special Conditions for PDRA specified in Schedule D. The Special Conditions for PDRA form part of this Agreement.
- 20.2 If a Project has been awarded any PGR elements, the number of funded Postgraduate Researchers and the stipend payable for the researchers appear in Schedule A. The Administering Organisation must conduct Projects involving PGR in accordance with the Special Conditions for PGR at Schedule E. The Special Conditions for PGR form part of this Agreement.
- 21. Material Produced under this Agreement and Dissemination of Research Outputs**
- 21.1 The Administering Organisation must establish and comply with its own procedures and arrangements for the ownership of all Material produced as a result of any Project funded under this Agreement.
- 21.2 For any Material produced under this Agreement, the Administering Organisation must ensure that Fellows:
- (a) take reasonable care of, and safely store, any data or specimens or samples collected during, or resulting from, the conduct of their 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 Progress Reports and the Final Report for the Project.
- 21.3 The Administering Organisation shall consider the benefits of depositing the data and any publications arising from each Project in an appropriate subject and/or institutional repository wherever such a repository is available. If the Administering Organisation is not intending to deposit the data from a Project in a repository within six months of the completion of the research, reasons for not doing so must be detailed in the Project's Final Report. Any research outputs that have been or will be deposited in appropriate repositories should be identified in the Final Report.
- 21.4 This clause survives the expiration or earlier termination of this Agreement.

22. ARC Assessments

- 22.1 The Administering Organisation must ensure that, for the term of this Agreement, if requested by the ARC, each Fellow agrees to assess up to twenty new proposals for ARC funding per annum for each year of Funding.
- 22.2 If the ARC determines that a Fellow has failed to meet the obligation to assess proposals assigned by the ARC for assessment, the ARC will notify the Administering Organisation in writing of that failure.
- 22.3 If a Fellow does not undertake assessment of the assigned proposals within a period specified by the ARC of the notice referred to in clause 22.2, the Administering Organisation will be considered to be in breach of this Agreement and Funding for the relevant Project (including Fellowship) on which the Fellow is listed under this Agreement, may be terminated.

23. Assets

- 23.1 Unless otherwise approved by the ARC, Assets purchased with Funding must be purchased for the exclusive purposes of the Project for the duration of the Funding Period.
- 23.2 The Administering 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.
- 23.3 The Administering Organisation shall ensure that any Personnel shall have first priority in the use and operation of equipment purchased for the Project and the Administering Organisation must, so far as is practicable, permit persons authorised by the Minister or the ARC to have priority access to that equipment in preference to other persons.
- 23.4 Unless otherwise approved by the ARC, the ownership of any Asset purchased wholly or partly with the Funding shall be vested in the Administering Organisation, located on its campus and listed in its assets register unless:
- (a) otherwise specified in the Proposal;
 - (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 organisation in accordance with clause 17, in which case, subject to the agreement of both the Administering Organisation and the recipient Eligible Organisation under that clause, the equipment purchased with Funds provided under this Agreement for the relevant Project may be transferred in accordance with clause 17.9.

24. Intellectual Property

- 24.1 The Administering Organisation must adhere to an Intellectual Property policy, approved by the Administering Organisation's governing body, which has as one of its aims the maximisation of benefits arising from research. The ARC makes no claim on the ownership of Intellectual Property brought into being as a result of the Projects for which Funding is provided.
- 24.2 Unless otherwise approved by the ARC, the Administering Organisation's Intellectual Property policy referred to in clause 24.1 must comply with the *National Principles of Intellectual Property Management for Publicly Funded Research* as amended from time to time.
- 24.3 The Administering Organisation will indemnify the Commonwealth, its officers, employees and agents against any liability, loss, damage, costs and expenses arising from any claim, suit, demand, action or proceeding by any person in respect of any infringement

(or alleged infringement) of Intellectual Property rights by the Administering 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 Administering Organisation under this Agreement.

24.4 The indemnity referred to in clause 24.3 shall survive the expiration or termination of this Agreement.

25. Protection of Personal Information

25.1 The Administering 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 concern the collection, security, access, data quality, relevance, use and disclosure of personal information to the extent that the content of those principles applies to the types of activity the Administering 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 Privacy Commissioner or the CEO in relation to the management of personal information by the Administering 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 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 Privacy Commissioner relating to any acts or practices of the Administering Organisation that the 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 Privacy Commissioner access for the purpose of monitoring the Administering 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 Administering Organisation under this clause or any misuse of personal information by the Administering Organisation, or any disclosure by the Administering 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 Administering 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 authorised by the ARC to oversee such deletion or destruction; and
- (j) to the naming or other identification of the Administering Organisation in reports by the Privacy Commissioner.

25.2 The Administering Organisation must immediately notify the ARC if the Administering Organisation becomes aware of a breach of its obligations under clause 25.1.

25.3 This clause survives the expiration or earlier termination of this Agreement.

26. Confidentiality

26.1 Subject to clause 26.2, the ARC agrees not to disclose any Confidential Information of the Administering Organisation, without the Administering Organisation's consent.

26.2 The ARC will not be taken to have breached its obligations under clause 26.1 to the extent that the ARC discloses Confidential Information:

- (a) to its officers, employees, agents, external professional advisers or contractors solely to comply with obligations, or to exercise rights, under this Agreement;
- (b) to its internal management personnel solely to enable effective management or auditing of this Agreement or the National Competitive Grants Program or the Scheme;
- (c) for a purpose directly related to the enforcement or investigation of a possible breach of any Commonwealth, State, Territory or local law;
- (d) to the Minister, or in response to a demand by a House or a Committee of the Commonwealth Parliament;
- (e) within the ARC, the Department or another government agency or authority, where this serves the ARC's, the Department's or the Commonwealth's legitimate interests;
- (f) as required or permitted by any other law, or an express provision of this Agreement, to be disclosed; or
- (g) that is in the public domain other than due to a breach of this clause 26.

26.3 The Commonwealth warrants that, for a period of three years from the date of submission of the Final Report for the Project, it will consult with the Administering Organisation before any information which is contained in any reports related to the Project, and which the Administering Organisation has indicated is confidential and should not be disclosed, is disclosed to any person other than an officer, employee, agent or member of the ARC or the Minister. If disclosure is required to other persons, the Commonwealth will discuss the intended terms of disclosure with the Administering Organisation.

27. Compliance with Commonwealth Policies

27.1 The Administering Organisation must, in carrying out its obligations under this Agreement, comply with all relevant statutes, regulations, by-laws and requirements of any Commonwealth, State, Territory or local authority.

27.2 The Administering Organisation must, when using the Commonwealth's premises or facilities, comply with all reasonable directions and Commonwealth 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.

27.3 The Administering Organisation must comply with its obligations, if any, under the *Equal Opportunity for Women in the Workplace Act 1999* and shall not enter into a subcontract with a subcontractor named by the Equal Opportunity for Women in the Workplace Agency as an employer currently not complying with the *Equal Opportunity for Women in the Workplace Act 1999*.

27.4 The Administering 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.

28. Acknowledgments, Publications, Publicity

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

28.2 When, at any time during or after completion of a Project, the Administering Organisation or the researchers or any other party publishes, produces or is involved in promotional material, such as books, articles, television or radio programs, newsletters or other literary or artistic works which relate to the Project and/or Fellowship, the Administering Organisation must ensure (wherever possible) that the ARC's contribution and support of the Project is acknowledged in a prominent place and an appropriate form acceptable to the ARC. Similar efforts should be made when publicly speaking about a Project. Advice of acceptable forms of acknowledgement and use of the logo is provided on the ARC website.

28.3 This clause survives the expiration or earlier termination of this Agreement.

29. Administration of the Funding

29.1 The Administering Organisation must maintain reasonable, up-to-date and accurate records relating to the Funding in general, and the Projects conducted with the Funding in particular, to verify its compliance with this Agreement.

29.2 Records maintained under clause 29.1 must be retained by the Administering Organisation for each Project for a period of no less than 7 years after whichever is the later of:

- (a) the final payment of Funds by the ARC for the Project; or
- (b) the final approved carry over of Funds for the Project.

30. Audit and Monitoring

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

30.2 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 Administering Organisation and are not misleading. Persons nominated by the ARC to conduct these reviews are to be given full access by the Administering Organisation, if required, to all accounts, records, documents and premises in relation to the Funding and the administration of the Funds in general.

30.3 The Administering Organisation must:

- (a) provide information to the Scheme Coordinator, or a person nominated by the Scheme Coordinator, as reasonably required by the Scheme Coordinator;
- (b) comply with all reasonable requests, directions, or monitoring requirements received from the Scheme Coordinator; and

- (c) cooperate with and assist the ARC in any review or other evaluation that the ARC undertakes.

31. Access to Premises and Records

31.1 The Administering Organisation must, at all reasonable times, give to the CEO or any person authorised in writing by the CEO:

- (a) unhindered access to:
 - i. the Administering Organisation's employees;
 - ii. premises occupied by the Administering Organisation; and
 - iii. Material; and
- (b) reasonable assistance to:
 - i. inspect the performance of any or all Projects;
 - ii. locate and inspect Material relevant to any Project or the Administering Organisation's compliance with this Agreement or the Scheme; and
 - iii. make copies of any such Material and remove those copies and use them for any purpose connected with this Agreement or the Scheme.

31.2 The access rights in clause 31.1 are subject to:

- (a) the provision of reasonable prior notice by the ARC; and
- (b) the Administering Organisation's reasonable security procedures.

31.3 If a matter is being investigated which, in the opinion of the ARC, or any person authorised in writing by the CEO, may involve an actual or apprehended breach of the law, clause 31.2 will not apply.

31.4 Upon receipt of reasonable written notice from the ARC, or any person authorised in writing by the CEO, the Administering Organisation must provide any information required by the Commonwealth for monitoring and evaluation purposes.

31.5 Nothing in clauses 31.1 to 31.4 inclusive affects the obligation of each party to continue to perform its obligations under this Agreement unless otherwise agreed between them.

31.6 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 Administering Organisation, may:

- (a) require the Administering Organisation to provide records and information which are directly related to this Agreement;
- (b) have access to the premises of the Administering Organisation for the purposes of inspecting and copying documentation and records, however stored, in the custody or under the control of the Administering 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 Administering Organisation.

31.7 This clause shall survive the expiration or earlier termination of this Agreement.

32. Reporting Requirements

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

32.2 End of Year Report

- (a) The Administering Organisation must 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 Administering Organisation with a proforma for this report.
- (b) The End of Year Report will contain information on all expenditure for that year under the Project, on a Project-by-Project basis, including:
 - i. any unspent Funds to be recovered by the Commonwealth;
 - ii. any unspent Funds that the Administering 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. additional claims for relocation as provided for in clause 9.
- (c) Under paragraph 58(1)(e) of the ARC Act, Funds provided by the Commonwealth to the Administering Organisation which are not spent during the year of the Funding period to which those Funds were allocated may be carried over if approved by the Minister. If the Administering Organisation wishes any Funds to be carried over from one year to the next year, the Administering Organisation must request this approval in the End of Year Report for the calendar year for which those Funds were initially paid.
- (d) Where a carry over is requested for 75% or more of the Funds allocated for a Project for a calendar year (excluding any Funds carried over from the previous calendar year), separate written justification must be provided.
- (e) Funds may be carried over more than twelve months only in exceptional circumstances and subject to approval by the Minister. Separate written justification must be provided in this instance.

32.3 Progress Report

- (a) Unless otherwise approved by the ARC, the Administering Organisation must ensure that all Fellows provide Progress Reports in respect of each ongoing Project by 31 January of each year, except in the first year of funding, on a form which will be made available on the ARC website. For the purpose of clarification, the initial Progress Report is due 31 January 2012.
- (b) The ARC may review the outcomes reported against the objectives of the Project as stated in the Proposal, or any approved revised budget, aims and research plan. Any Fellow who is or was involved in a Project for which a Progress Report is deemed inadequate or unsatisfactory may be contacted for further information.
- (c) If the ARC is not satisfied with the progress of any Project, further payment of Funds will not be made until in the opinion of the ARC, satisfactory progress has been made on the Project. If satisfactory progress is still not achieved within a reasonable period of time, the Funding may be terminated and all outstanding monies will be recovered by the ARC.
- (d) Unsatisfactory progress on any Project may be noted against any further proposals under any ARC scheme submitted by, or on behalf of, the Fellow and will be taken into account in the assessment of those proposals.

32.4 Final Report

- (a) Unless otherwise approved by the ARC, the Administering Organisation must ensure that Final Reports are provided for each Project within six months of the final payment of Funds by the ARC for the Project or within six months of the final carry over of Funds approved by the ARC, whichever is the later. The form for this report will be made available on the ARC website. The ARC may review the outcomes against the objective(s) of the Project as stated in the Proposal or any approved revised budget, aims and research plan.

- (b) If a Final Report is considered by the ARC to be inadequate, the Fellow for the Project may be contacted for further information. If the ARC is not satisfied with the outcomes of the Project, this may be noted against any further proposals under any ARC scheme submitted by, or on behalf of, the Fellow and may be taken into account in the assessment of those proposals.
- (c) If the Final Report is not submitted on time this may be noted against any further proposals under any ARC scheme submitted by, or on behalf of, the Fellow and may be taken into account in the assessment of those proposals.
- (d) Proposals submitted under any ARC scheme by, or on behalf of, any Fellow on a Project for which the Final Report is outstanding may be deemed ineligible for approval or funding.

32.5 Audited Financial Statement

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

32.6 This clause survives the expiration or earlier termination of this Agreement.

33. Copyright in Proposals and Reports

33.1 Copyright in any Proposal and all reports provided under this Agreement will vest in the Administering Organisation at the time of creation but the Administering Organisation grants to the Commonwealth a permanent, irrevocable, royalty-free, non-exclusive licence to use and reproduce information contained in a Proposal or a report and publish it on a non-profit basis for any purpose related to:

- (a) the evaluation and assessment of proposals;
 - (b) verifying the accuracy, consistency and adequacy of information contained in a Proposal, or otherwise provided to the ARC;
 - (c) the preparation and management of any funding agreement; or
 - (d) the administration, auditing, management or evaluation of the National Competitive Grants Program or any funding scheme administered by the ARC; or
 - (e) the sharing of information by the ARC within the ARC's organisation, or with another Commonwealth Department or agency, or Commonwealth Minister or parliamentary committee, where this serves the Commonwealth's legitimate interests;
- or where the use, reproduction or publication of the material is authorised or required by law.

33.2 If a Proposal or a report contains information belonging to a third party, the Administering Organisation must ensure that it has in place all necessary consents sufficient to allow the ARC to deal with the information or any report in accordance with this Agreement.

33.3 This clause survives the expiration or earlier termination of this Agreement.

34. Recovery of Unspent Funds or Overpayments of Funds

34.1 Any unspent Funds may be recovered by the Commonwealth under paragraph 58(1)(c) of the ARC Act. Any amount of Funding paid to the Administering Organisation which

exceeds the amount of financial assistance that is properly payable to it may be recovered under paragraph 58(1)(d) of the ARC Act.

- 34.2 The Commonwealth may offset the unspent or overpaid Funds against the total of any further Funds payable to the Administering Organisation.
- 34.3 This clause survives the expiration or earlier termination of this Agreement.

35. Indemnity

- 35.1 The Administering Organisation, if it is not a Commonwealth Entity which is contracting on behalf of the Commonwealth, must at all times indemnify the Commonwealth, its officers, employees and agents against any liability, loss, damage, costs and expenses arising from any claim, suit, demand, action or proceeding by any person where such loss or liability was caused by a wilful, unlawful or negligent act or omission of the Administering Organisation, its employees, agents or subcontractors in connection with this Agreement.
- 35.2 The Administering Organisation's liability to indemnify the Commonwealth under clause 35.1 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.
- 35.3 The indemnity referred to above shall survive the expiration or termination of this Agreement.

36. Insurance

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

37. Dispute Resolution

- 37.1 The Parties agree not to commence any legal proceedings in respect of any dispute arising under this Agreement until the procedure provided by this clause 37 has been followed.
- 37.2 The Parties agree that the following procedure will be used in an expeditious way to resolve a dispute:
- (a) the Party claiming there is a dispute will notify the other Party in writing, setting out the nature of the dispute;
 - (b) the Parties will try to resolve the dispute through direct negotiation, including by referring the matter to persons who have authority to intervene and direct some form of resolution;
 - (c) the Parties have ten business days from the date of the notice to reach a resolution or to agree that the dispute is to be submitted to mediation or some alternative dispute resolution procedure
 - (d) if:
 - i. there is not resolution of the dispute;
 - ii. there is not agreement on submission of the dispute to mediation or some alternative dispute resolution procedure; or
 - iii. there is a submission to mediation or some other form of alternative dispute resolution procedure, but there is no resolution within 30 business days of the submission, or such extended time as the Parties may agree in writing before the expiration of the 30 business days;

then, either Party may commence legal proceedings.

- 37.3 This clause 37 does not apply to action that the Commonwealth takes, or purports to take, under clause 5, 34 or 38 or where a Party commences legal proceedings for urgent interlocutory relief. (Clause 5 relates to payment of funds, clause 34 relates to recovery of unspent funds or over-allocated funds, clause 38 relates to termination.)
- 37.4 Despite the existence of the dispute, the Administering Organisation must (unless requested in writing by the Commonwealth not to do so) continue to perform its obligations under this Agreement.

38. Termination of the Agreement

Termination of Funding for a Project

- 38.1 The ARC may immediately terminate Funding for a Project by notice in writing to the Administering Organisation if:
- (a) the ARC reasonably believes that any one or more of the Funding conditions specified in clause 5.2 has/have not been satisfied in relation to that Project;
 - (b) the ARC reasonably believes that it has received inaccurate, incomplete or misleading information in relation to that Project, including in the Proposal or in any report provided under this Agreement;
 - (c) the Administering Organisation fails to comply as soon as possible with any additional Ministerial requirement or condition notified by the ARC under clause 3.2; or
 - (d) the ARC receives notice that work on the Project will cease, or has ceased.
- 38.2 If the ARC terminates Funding for a Project under clause 38.1:
- (a) the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on the Project;
 - (b) the Administering Organisation must provide the reports required by this Agreement (or as otherwise notified by the ARC), within the timeframes specified in this Agreement (or as otherwise notified by the ARC); and
 - (c) the ARC may recover all or any Funding for the Project in accordance with clause 5.3.

Termination of Agreement

- 38.3 The ARC may immediately terminate this Agreement by notice in writing to the Administering Organisation if:
- (a) the ARC reasonably considers there is fraud, misleading or deceptive conduct on the part of the Administering Organisation or any Fellow, or Personnel in connection with any Project;
 - (b) the Administering Organisation fails to comply as soon as possible with any Ministerial requirement or condition notified by the ARC under clause 3.2;
 - (c) the Administering Organisation commits any breach of this Agreement that the ARC, acting reasonably, considers is capable of remedy, and has failed to rectify that breach within 30 days of receiving an earlier notice from the ARC requiring the breach to be remedied; or
 - (d) the Administering Organisation commits any material breach of this Agreement which the ARC, acting reasonably, considers is not capable of remedy.
- 38.4 If the ARC terminates this Agreement under clause 38.3:
- (a) the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on all Projects;

- (b) the Administering Organisation must provide all reports required by this Agreement (or as otherwise notified by the ARC), within the timeframes specified in this Agreement (or as otherwise notified by the ARC); and
 - (c) the ARC will immediately stop payment of all Funding under this Agreement and may recover from the Administering Organisation (by notice in writing) any unspent Funds as at the date of termination and any Funds not spent in accordance with this Agreement.
- 38.5 Any amount notified to the Administering Organisation as payable under clause 38.2 (c) or clause 38.4(c) is a debt due to the ARC (without further proof of the debt being necessary), payable within 30 days of the date of the notice.
- 38.6 Subject to clause 23.4, after the expiration or termination of this Agreement the Administering Organisation retains ownership of all Assets purchased using the Funds.
- 39. Compliance with Law**
- 39.1 The Administering 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.
- 39.2 The Administering 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 her/his knowledge or into her/his possession or custody by virtue of the performance of this Agreement (other than a person to whom the Administering 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 10.7 of the *Criminal Code* 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;
 - (f) it is aware of its obligations under Part 4 of the *Charter of United Nations Act 1945* and the *Charter of United Nations (Terrorism and Dealing with Assets) Regulations 2002*; and
 - (g) it may have obligations under the *Equal Opportunity for Women in the Workplace Act 1999* and it must comply with those obligations.
- 39.3 The Administering 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 Administering Organisation to provide the Administering Organisation with an acknowledgment that the officer, employee, agent or subcontractor is aware of the provisions of the section.

[Notes: Administering 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. More information about the Charter of United Nations Act and the Charter of United Nations (Terrorism and Dealing with Assets) Regulations is available at http://www.dfat.gov.au/icat/freezing_terrorist_assets.html].

40. Liaison

- 40.1 All communication from the Administering Organisation to the ARC, or the Minister, relating to the Funding shall be made through the Responsible Officer of the Administering Organisation and shall be directed to the Scheme Coordinator at the following address:

Scheme Coordinator (*Australian Laureate Fellowships*) Phone: 02 6287 6600
Australian Research Council Fax: 02 6287 6638

Postal address

PO Box 2702
CANBERRA ACT 2601

Email: ARC-AustralianLaureateFellowships@arc.gov.au

Courier address

1st Floor, 8 Brindabella Circuit,
Brindabella Business Park
Canberra Airport ACT 2609

41. Applicable Law

- 41.1 This Agreement is governed by and is to be construed in accordance with the law in force in the Australian Capital Territory.
- 41.2 Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the Australian Capital Territory and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

SCHEDULE A

Details of Projects to receive funding by the Commonwealth

SCHEDULE B

ARC notional* Australian Laureate Fellowship salary support and other allowances

* The figures in the tables below are based on the 2009 levels of funding as stated in the *Australian Laureate Fellowships Funding Rules for funding commencing in 2010* and will be subject (for example, due to annual indexation). Updated levels are available on the ARC website at www.arc.gov.au/applicants/salaries.htm.

1 ARC Notional Australian Laureate Fellowship salary support (in 2009\$)

Fellowship salary supplement is indexed annually.

The ARC will provide a salary supplement to a Professorial Level E (or equivalent).

	ARC Salary Supplement	On-costs 28%	Total (2009\$)
Australian Laureate Fellowship	\$102,025	\$28,567	\$130,592

The ARC may provide the following amounts for up to two postdoctoral research associates and up to two postgraduate researchers.

	ARC Salary/Stipend rates	On-costs 28%	Total (2009\$)
Postdoctoral research associate	\$62,642	\$17,540	\$80,182
Postgraduate researcher	\$26,669	N/A	\$26,669

2 Maximum relocation allowances

North America	\$17,000;
Europe/Asia (Northern Hemisphere)/Africa/South Africa	\$14,000;
Asia (Southern Hemisphere)/Oceania	\$11,000; or
Within Australia	\$ 8,000

Unless otherwise specified in this Agreement, travel associated with relocations will only be funded up to a maximum of one return economy class airfare for each person approved for relocation.

SCHEDULE C

Research special conditions

- C1. *Importation of Experimental Organisms:* The Administering Organisation must ensure that, before experimental organisms are imported into Australia for the purposes of a Project, the Administering Organisation or the Fellow of the Project must obtain agreement in principle for the importation from the appropriate Commonwealth and State authorities.
- C2. *Research Involving Humans or other Animals:* If any Project conducted by the Administering Organisation involves research on or involving humans or other animals, the Administering Organisation must 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 Administering Organisation's Ethics or Biosafety Committee (or equivalent) and from any other relevant authority.
- 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 Administering Organisation must dispose of the material in accordance with the Administering Organisations established safeguards.
- C4. *Genetically Modified Organism:* If a Project involves the use of gene technology (ie. any technique for the modification of genes or other genetic material either in vitro or on live organisms) or the use of a genetically modified organism (ie. an organism that has been modified by gene technology or that has inherited particular traits from an organism that were present because of the use of gene technology) which is registered under the *Gene Technology Act 2000*, then before the proposed research commences, the Administering Organisation must ensure that the proposed work is assessed by an Institutional Biosafety Committee and/or licensed by the Gene Technology Regulator before commencement of the Project. The Administering Organisation must retain all certificates relating to the above and will provide evidence to the Scheme Coordinator if required to do so. The Administering Organisation must be accredited with the Office of the Gene Technology Regulator.
- C5. *Ionising Radiation:* If a Project involves the use of ionising radiation, the Administering 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 Administering Organisation must retain all such licences and shall provide them to the Scheme Coordinator if required to do so.
- C6. *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 two years of the conclusion of any fieldwork relating to the Project research. If an Australian Laureate Fellow is not intending to do so within the two-year period, she/he should include the reasons in the Project's Final Report.

SCHEDULE D

Special Conditions Applicable for Projects with a Postdoctoral Research Associate (PDRA) Element

D1 Funding for PDRA elements

- D1.1 The ARC may provide Funding for up to two Postdoctoral Research Associates. PDRA Funding is provided on the basis that the researcher works full-time on the Project. As specified in clause 20.1, if a Project has a PDRA element, the number of PDRAs funded, and the Funding for the salary plus on-costs payable for each PDRA, appears in Schedule A.
- D1.2 Funding for PDRAs will be provided for five years only. For a successful PDRA request, the Commonwealth will pay the Administering Organisation an amount equal to the PDRA salary specified in Schedule B. The ARC will not provide Funding for relocation expenses for a PDRA. These expenses must be met by the Administering Organisation.

D2 Selection of PDRAs

- D2.1 The Administering Organisation may only appoint a PDRA for the Project who has a PhD or has been approved by the ARC as having a research degree or experience equivalent to the award of a PhD.

D3 Commencement of PDRA

- D3.1 The Administering Organisation must ensure that PDRAs commence in accordance with clauses 12 and 13 of this Agreement.
- D3.2 The Administering Organisation must ensure that a PDRA does not commence until after their PhD has been successfully examined, or after ARC approval has been obtained recognising their research degree or experience as equivalent to the award of a PhD.
- D3.3 The Administering Organisation must advise the ARC in writing, as soon as applicable, the name and commencement date of each PDRA funded under this project. If a PDRA cannot be appointed the funds allocated to the component will be recovered. Only in exceptional circumstances will unspent PDRA funds be converted to Project Funding.

D4 Use of the Funding - Provision of salary for PDRAs

- D4.1 The Administering Organisation shall pay to each PDRA a salary equivalent to the applicable amount set out in Schedule B.
- D4.2 The salary for a PDRA may be payable for a maximum period of five years.
- D4.3 Subject to any reduction in the postdoctoral research associate's involvement in the Project, the Administering Organisation must provide each full-time PDRA with at least the annual indexed salary from the Funding. This does not preclude the Administering Organisation from supplementing the salary from other sources. If the PDRA's involvement in the Project is reduced, the annual indexed salary is to be reduced proportionately. Reduction of ARC funding should be advised to the ARC by the Administering Organisation through the submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- D4.4 The amount of Funding available for the PDRA element of a Project includes the amount specified in D4.1 above, together with the amounts payable under D5 below.

D5 Employment, Leave and Other Conditions relating to PDRAs

- D5.1 The Administering Organisation may provide PDRAs with sick, recreation and maternity leave in accordance with the usual practice of the Administering Organisation. The Commonwealth will not provide additional funds to cover accrued leave proposed to be taken after the PDRA period has expired or been terminated in accordance with this Agreement. PDRAs should therefore take recreation leave or other leave during the period of the PDRA tenure. The term of the PDRA will not be extended beyond the term of the Australian Laureate Fellow.
- D5.2 The Administering Organisation shall ensure that eligible PDRAs are entitled to take up to 14 weeks paid maternity leave during the duration of their award. The Commonwealth will provide up to 14 weeks additional Funding for periods of paid maternity leave. The additional Funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement* request which will be made available by the ARC. The term of the PDRA will not be extended beyond the term of the Australian Laureate Fellow.
- D5.3 The Administering Organisation shall ensure that eligible PDRAs are entitled to take up to two weeks paid partner/parental leave at the time of birth or adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide up to two weeks additional Funding for this purpose. The additional funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement* request which will be made available by the ARC. The term of the PDRA will not be extended beyond the term of the Australian Laureate Fellow.
- D5.4 Other than in the circumstances provided for in items D5.2 and D5.3 above, the ARC will not supplement the Funds to cover any additional costs incurred as a result of any leave being taken or a delay in finalisation of the Project.
- D5.5 The Administering Organisation may seek approval from the ARC for a PDRA to undertake overseas research for up to two years, provided that it is in the best interest of the research and its outcomes, and of national benefit to Australia. Prior written approval of the ARC is required.
- D5.6 Funding for PDRA salaries includes a 28 per cent loading to cover salary-related on-costs, including payroll tax, workers' compensation, leave loading, long-service leave, non-contributory and contributory superannuation, but it excludes items such as extended leave and severance pay. On-costs that exceed 28 per cent and other costs (such as costs associated with or incurred as a result of extended leave and severance pay) must be met by the Administering Organisation.

D6 Suspension of a PDRA

- D6.1 A PDRA may apply for a suspension of the position for a period of up to 12 months in total during the tenure period to enable the researcher to undertake other employment. This may occur if, for example, a PDRA is offered a short-term teaching or research position or to gain work experience in industry. The Funds for the PDRA which would otherwise have been payable during the suspension period(s) will continue to be paid to the Administering Organisation during the suspension period(s) and are to be held on trust by the Administering Organisation during the suspension period(s). The ARC will not supplement the Funds to cover any additional costs incurred as a result of the suspension of the PDRA position.

- D6.2 Subject to item D6.1, if the proposed suspension is for six months or less, the Administering Organisation may, at its discretion, approve the suspension. The Administering Organisation must notify the ARC of the suspension.
- D6.3 If the proposed suspension is to be more than six months duration, the Responsible Officer must apply to the ARC to seek approval of the suspension. The relevant *Variation of Funding Agreement* request which will be made available by the ARC.
- D6.4 Subject to item D6.2, a suspension of a PDRA position without the written approval of the ARC will be a breach of this Agreement and may result in the immediate termination of, and/or recovery of funding for, the particular PDRA position.

D7 Change of PDRAs

- D7.1 If a PDRA is no longer able to continue in the position within the first two years of their commencement of the position, a new PDRA may be selected by the Administering Organisation provided that the researcher meets the eligibility criteria as specified in this Agreement. The unspent PDRA Funding provided for the initial PDRA may be used for the replacement PDRA. The ARC will not, however, supplement the Funds to cover any salary funding in excess of that originally funded for the Project. The Administering Organisation will be responsible for any shortfall between the amount of monies provided by the Commonwealth and the amount required for the replacement PDRA. The PDRA component must finish on the completion date of the Fellow and the project.
- D7.2 The Administering Organisation must notify the ARC in writing of any change in PDRA personnel within one month of commencement of the replacement PDRA. Failure to do so may result in the termination of the PDRA component.
- D7.3 If a PDRA is no longer able to continue in the position beyond the first two years of their commencement of the position, and the Fellow wishes to appoint a new PDRA, the Administering Organisation must seek ARC permission through submission of a *Variation of Funding Agreement* request which will be made available by the ARC. Each request will be considered on a case by case basis provided the PDRA meets the eligibility criteria for PDRAs and satisfactory progress has been made on the project.

D8 Reporting of Relinquished PDRAs

- D8.1 If a PDRA, at any time, relinquishes their position, the Administering Organisation must advise the ARC as soon as possible through submission of a *Variation of Funding Agreement* request which will be made available by the ARC.

D9 Infrastructure

- D9.1 The Administering Organisation must provide PDRAs with the same access to infrastructure as applies to academic staff at the same level within the Administering 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 Administering Organisation's computer and other equipment, stationery, photocopying and typing services. The Administering Organisation is also required to provide reasonable time on major equipment necessary for the conduct of the PDRA's research Project.

D10 Conflict of Interest

- D10.1 A PDRA's involvement in the Project must not generate or represent a significant Conflict of Interest. The PDRA shall inform the Administering Organisation if such a conflict arises or exists and must:

- (a) describe the nature of the Conflict of Interest; and
- (b) how it will be managed throughout the life of the Project.

D11 Completion date of PDRA

D11.1 The completion date of all PDRA components on the project will be the same as the completion date of the Fellow and the project. PDRA components will not be entitled to an extension to their completion date.

SCHEDULE E

Special Conditions Applicable for Projects with a Postgraduate Researcher (PGR) Element

E1 Funding for PGR elements

- E1.1 The ARC may provide Funding for up to two Postgraduate Researchers on the basis that the student undertakes full-time study. If a Project has a PGR element, the number of the PGRs funded, and the Funding payable for each PGR, appears in Schedule A.
- E1.2 Funding for PGRs will be provided for four consecutive years only. For a successful PGR request, the Commonwealth will pay the Administering Organisation an amount equal to the PGR stipend as specified in Schedule B. The ARC will not provide Funding for relocation or thesis expenses for a PGR. These expenses must be met by the Administering Organisation.

E2 Selection of PGRs

- E2.1 The Administering Organisation must appoint a PGR for the Project who:
- (a) is enrolled in a full-time postgraduate research degree at an Eligible Organisation;
 - (b) has an appropriate Honours 1 or high 2A (or equivalent) undergraduate degree;
 - (c) is not receiving similar funding or stipend from a Commonwealth program;
 - (d) not already completed a degree at the same level or at a higher level in the same field of endeavour; and
 - (e) has not previously held an Australian Postgraduate Award (APA) or Australian Postgraduate Award Industry (APAI) unless it was terminated within the first six months of the earlier award.
- E2.2 Where an Approved Proposal nominated a particular student, the Administering Organisation may appoint the student provided the student satisfies the selection criteria in E2.1 above.
- E2.3 The Administering Organisation may relax E2.1(b) above if a candidate has developed considerable research expertise in industry, e.g. graduates with some years of relevant work experience such as research personnel from industry who wish to upgrade their research skills.
- E2.4 The Administering Organisation must select a PGR for the Project based on merit, unaffected by the candidate's personal financial circumstances or care responsibilities and in accordance with the rules of the Administering Organisation and items E2.1 to E2.3 inclusive.
- E2.5 The Administering Organisation may approve a reduction in the period of the postgraduate course to take account of study previously undertaken towards the PGR's degree. If the period is reduced, the ARC Funding for the PGR will be reduced commensurate with the reduction in the period. Reduction of ARC Funding should be advised to the ARC by the Administering Organisation through the submission of a *Variation of Funding Agreement* request which will be made available by the ARC.

E3 Commencement of PGRs

- E3.1 All students who are commencing a Higher Degree by Research (HDR) course and have been awarded a PGR must be given priority when Administering Organisations allocate

places under the Research Training Scheme (RTS). This ensures that, where possible, PGR holders will be granted a HECS exemption for the tenure of their award.

- E3.2 If an Administering Organisation is unable to support a PGR, for example due to insufficient places being available or where the Administering Organisation does not participate in the RTS, the PGR holder may be enrolled in a fee-paying course for which, where possible, it would be expected that the tuition fees would be waived by the Administering Organisation.
- E3.3 Unless otherwise approved by the ARC in writing, PGRs must commence work on their postgraduate research degree in accordance with clauses 12 and 13 of this Agreement.
- E3.4 The Administering Organisation must advise the ARC in writing, as soon as applicable, the name and commencement date of each PGR funded under this project. If a PGR cannot be appointed the funds allocated to the component will be recovered. Only in exceptional circumstances will unspent PDRA funds be converted to Project Funding.

E4 Use of the Funding - Provision of stipend for PGRs

- E4.1 The Administering Organisation shall pay to each PGR an amount equivalent to the applicable amount set out in Schedule B.
- E4.2 A PGR may receive funding for a maximum period of four years for a postgraduate research degree award. The ARC will not provide additional funding to cover any extension to the study period of the award.
- E4.3 Subject to any reduction in the period of the postgraduate course as provided for in item E2.5 above, the Administering Organisation must provide each full-time PGR with at least the annual indexed stipend from the Funding. This does not preclude the Administering Organisation from supplementing the stipend from other sources. If the period of the postgraduate course has been reduced under Item E2.5 the annual indexed stipend is to be reduced proportionately. Reduction of ARC Funding should be advised to the ARC by the Administering Organisation through the submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- E4.4 The amount of Funding available for the PGR element of a Project includes the amount specified in E4.1 above, together with the amounts payable under E5 below.

E5 Employment, Leave and Other Conditions relating to PGRs

- E5.1 The Administering Organisation must ensure that PGRs do not engage in any paid employment which contravenes the rules of the Administering Organisation.
- E5.2 The Administering Organisation may provide a PGR with sick, recreation and maternity leave in accordance with the usual practice of the Administering Organisation for students on similar awards. The Commonwealth will not provide additional funds to cover accrued leave proposed to be taken after the PGR period has expired or terminated. PGRs should therefore take recreation leave or other leave during the period of the PGR tenure.
- E5.3 The Administering Organisation may approve a part-time award where the PGR is able to demonstrate heavy care commitments or a medical condition precluding full-time study, including:
- (a) care responsibilities for a pre-school child;

- (b) care responsibilities for school-aged children as a sole parent with limited access to outside support;
 - (c) care responsibilities for an invalid or disabled spouse, child or parent; or
 - (d) a medical condition which limits the capacity to undertake full-time study.
- E5.4 However, part-time awards are not available to candidates seeking to undertake paid employment on a full-time or on a substantial part-time basis. Substantial part-time work is regarded as being more than the Administering Organisation would permit its full-time award holders to undertake without interfering with their study programs.
- E5.5 The Administering Organisation will subject part-time PGRs to the same restrictions on employment as full-time PGRs.
- E5.6 The Administering Organisation shall advise the ARC of any approvals of part-time PGRs by submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- E5.7 PGRs approved to study part-time may revert to full-time study at any time.
- E5.8 A part-time PGR is expected to progress at half the rate of a full-time award holder and the Administering Organisation must pay them one half the normal full-time stipend. The maximum time available for the completion of the PGR component of an Australian Laureate Fellowships is eight years.
- E5.9 Subject to items E5.1 and E5.2 the Administering Organisation may seek approval from the ARC for a PGR to undertake overseas research for up to 18 months, provided the overseas research will be credited to the relevant PGR's course of study and suitable supervisory and infrastructure arrangements are in place. Prior approval of the ARC is required.
- E5.10 The Administering Organisation shall ensure that eligible PGRs are entitled to take up to 14 weeks paid maternity leave during the duration of their award. The Commonwealth will provide up to 14 weeks additional funding for periods of paid maternity leave. The additional funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- E5.11 The Administering Organisation shall ensure that eligible PGRs are entitled to take up to two weeks paid partner/parental leave at the time of birth or adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide up to two weeks additional funding for this purpose. The additional funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- E5.12 Other than in the circumstances provided for in items E5.10 and E5.11 above, the ARC will not supplement the Funds to cover any additional costs incurred as a result of any leave being taken or a delay in finalisation of the Project.
- E6 Suspension of a PGR**
- E6.1 A PGR may apply to the Administering Organisation for a suspension of their award to enable them to gain work experience in industry or, in exceptional circumstances, for compassionate reasons.

- E6.2 If a proposed suspension is to commence after the first six months of the Project and is not proposed to be longer than 12 months, the Administering Organisation may, at its discretion approve the suspension.
- E6.3 If the proposed suspension is to commence within the first six months of the Project or is to be of more than 12 months duration, the Responsible Officer must apply to the ARC for approval of the suspension through submission of a *Variation of Funding Agreement* request which will be made available by the ARC.
- E6.4 Suspensions of PGRs for purposes other than those specified in item E6.1, or which are for a period of over 12 months duration, or which commences within the first six months of the Project, without the written approval of the ARC will be a breach of this Agreement and may result in the immediate termination of, and/or recovery of Funding for, the particular PGR element.

E7 Change of PGRs

- E7.1 If a PGR is no longer able to continue in the position within the first two years of the Project's commencement date, a new PGR may be selected by the Administering Organisation provided that the student meets the eligibility criteria as specified in this Agreement. The unspent PGR element Funding provided for the initial PGR may be used for the replacement PGR. The ARC will not, however, supplement the Funds to cover any stipend funding in excess of that originally provided for the Project. The Administering Organisation will be responsible for any shortfall between the amount of monies provided by the Commonwealth and the amount required for the replacement PGR to complete their degree.
- E7.2 The Administering Organisation must notify the ARC in writing of any changes to the type or duration of degree being undertaken by a PGR which will affect the amount or duration of Commonwealth funding. Failure to do so may result in the termination of the PGR component.
- E7.3 If a PGR is no longer able to continue in the position beyond the first two years of the project's commencement date, only in exceptional circumstances will the ARC approve the appointment of a replacement PGR. The Administering Organisation must seek ARC permission through submission of a *Variation of Funding Agreement* request which will be made available by the ARC. If the ARC does not approve, or the Administering Organisation does not wish to appoint a replacement PGR, all unspent funds will be recovered by the ARC.

E8 Reporting of Relinquished PGRs

- E8.1 If a PGR relinquishes their award, the Administering Organisation must advise the ARC as soon as possible, through submission of a *Variation of Funding Agreement* request which is available on the ARC website.

E9 Annual Progress Report

- E9.1 The Administering Organisation must ensure that each supervisor of a PGR provides to the Administering Organisation an annual PGR report for each student. This report is in addition to the Progress Report required under clause 32.3(a). The relevant form will be made available by the ARC.

E9.2 The Administering Organisation must ensure that the supervisor of the PGR and the appropriate Head of Department certify the annual PGR report as a true and correct record of progress. If any of these parties considers progress not to be satisfactory, they must provide further comment in the report as to the reasons for their forming such a view.

E9.3 Annual PGR reports are to be retained by the Administering Organisation and submitted to the ARC upon request.

E10 Infrastructure

E10.1 The Administering Organisation must provide PGRs with the same access to infrastructure as applies to other research students within the Administering Organisation and afford them equal status with similar research students for the provision of accommodation, access to necessary laboratory and workshop facilities, adequate time on the Administering Organisation's computer and other equipment, stationery, photocopying and typing services. The Administering Organisation is also required to provide reasonable time on major equipment necessary for the conduct of the PGR's research degree.

E11 Conflict of Interest

E11.1 A PGR's involvement in the Project must not generate or represent a significant Conflict of Interest. The PGR shall inform the Administering Organisation if such a conflict arises or exists and must:

- (a) describe the nature of the Conflict of Interest; and
- (b) how it will be managed throughout the life of the Project.

IN WITNESS WHEREOF the parties have agreed to this Agreement on the date first above written.

SIGNED for and on behalf of)
THE COMMONWEALTH OF AUSTRALIA)

by)
insert name of signatory above)

.....)
signatory to sign above)

the)
insert signatory's title above)

of the Australian Research Council)

In the Presence of:)

.....)
insert name of witness above)

.....)
witness to sign above)

SIGNED for and on behalf of)
<<**Administering Organisation**>>)

by)
insert name of signatory above)

.....)
signatory to sign above)

the)
insert signatory's title above)

of the said Administering Organisation who,)
by signing, certifies that he/she has the authority)
so to sign)

In the Presence of:)

.....)
insert name of witness above)

.....)
witness to sign above)