

MULTIPLE SCLEROSIS RESEARCH AUSTRALIA CONDITIONS OF AWARD

1. General conditions

- i. A Project Grant, Postdoctoral Fellowship, Postgraduate Scholarship, Summer Vacation Scholarship, Ian Ballard Travel Award or Incubator Grant is an award made available for a fixed term to provide Grant-In-Aid funding or stipend funding to support multiple sclerosis (MS) research in Australia.
- ii. The project is to be consistent with the aim of MS Research Australia and those aims described in the funding application.
- iii. The research must be conducted within an Australian institution.
- iv. Chief Investigators who are based overseas for the duration of the grant are not eligible to apply.
- v. Research personnel actively working on the project must hold Australian or New Zealand citizenship or permanent residency. Either of these conditions must be fully met before taking up the grant typically in January of the next calendar year.
- vi. A person receiving MS Research Australia funding will not be regarded as an employee of the organisation.
- vii. MS Research Australia does not intend to provide long term salaries for support staff.
- viii. The research work is to be approved by the host institution (including relevant ethics committees).
- ix. The institution (through the Delegated Research Officer) is responsible for administration of the award.
- x. The grantee is responsible for the management of salaries and other expenditure within the limits of the grant.
- xi. The institution remains responsible for normal overhead expenses including maintenance costs on equipment purchased with MS Research Australia funds and institutional maintenance charges.

2. Purpose of the grant

- i. The purpose of the grant is that which is described in aims and hypotheses of the funding application.
- ii. The grant aims, hypothesis or funding amounts cannot be changed during the duration of the research, unless the change has been formally agreed by MS Research Australia using the Grant Change Request Form which is downloadable from the website www.msra.org.au/annual-reporting-templates
- iii. Before accepting any changes in duties or responsibilities that may alter your ability to either deliver the outcome or deliver in the timescales described in your grant application please seek approval from MS Research Australia by completing the Grant Change Request Form described above.

3. Progress reporting responsibilities

- i. Holders of Project Grants, Postdoctoral Fellowships and Postgraduate Scholarships must comply with the reporting schedule listed in their Letter of Acceptance document and submit their Progress Report by **31 March** of each calendar year reporting on the all progress up to 31 December of the calendar year before. If you are awarded a grant starting 1 January 2019, we require your first progress report 31 March 2020 and a further progress report each 31 March until the end of the funding period. Exceptions: for Incubator Round 1 the final and only progress report is due within two months of the final date; and the Ian Ballard Travel Award, the final and only progress report is due within 8 weeks after travel has been completed.
- ii. The final progress report is to be submitted within 2 months of the research concluding as detailed in the Letter of Acceptance document.
- iii. The supervisor of a Vacation Scholarship holder is required to complete a Vacation Scholarship Progress Report within 8 weeks of the completion of the scholarship.
- iv. Reports must be submitted using the standard MS Research Australia templates MS Research Australia Annual Progress Report for Research Completed Form which is downloadable from the website. <http://www.msra.org.au/annual-reporting-templates>.
- v. MS Research Australia will summarise your progress and publish at www.msra.org.au/projects-we-fund. You may be contacted by MS Research Australia to review the communication and provide additional information.
- vi. The Grant Change Request Form must be completed and submitted with the progress report where there is a change in proposed research end date, a change/alteration in research direction, the re-assignment/modification of personnel within the project which will effect timelines, a proposal to carry forward more than 20% of funding into the next calendar year and the receipt of additional outside funding for this project.
- vii. Email the Annual Progress Report for Research Completed Form to grants@msra.org.au.
- viii. **IMPORTANT NOTE.** Continued payment of the grant is contingent upon MS Research Australia receiving Progress and Financial reports according to the dates outlined in the Letter of Acceptance document. Should the progress research report be late MS Research Australia will strongly consider halting forthcoming grant payments.

4. Payment of grants

- i. Tax invoices from the institution must be sent to accounts@msra.org.au, by the dates listed in the Letter of Acceptance document.
- ii. Upon receipt of an invoice, MS Research Australia will transfer funds to the grant administration bank account of the institution at which the work is being performed.
- iii. **All grants are subject to funds being available.** Please note that MS Research Australia is committed to paying the agreed research grant, at these specified times over the life of the agreement. However, should unforeseen economic or other circumstances arise that limit MS Research Australia's ability to continue to pay the grant, MS Research Australia reserves the right to either delay or cease payments. If any such circumstances arise, MS Research Australia would undertake to inform you and your administering institution well in advance.

5. Financial accounting for grants

- i. Holders of Postdoctoral Fellowships, Postgraduate Scholarships, and Vacation scholarships receive a stipend only. A financial report is not required.
- ii. The grantee is responsible for the management of salaries and other expenditure within the limits of the grant.
- iii. The institution remains responsible for normal overhead expenses including maintenance costs on equipment purchased with MS Research Australia funds and institutional maintenance charges.
- iv. The grant shall not be used for other purposes other than those outlined in the budget section of the original application for funding, without agreement in writing by MS Research Australia. If there is a need for variance please complete a Grant Change Request Form. The request will be considered on a case by case basis by MS Research Australia.
- v. The Financial Officer of the institution should complete and submit the MS Research Australia Financial Statement, no later than 31 March of each grant year, reflecting financial status at December 31 of the previous calendar year. Please append a copy of the General ledger account for this grant as at December 31.
- vi. As above, the Financial Officer of the institution should submit the MS Research Australia Final Financial Statement, within 2 months of the proposed research end date reflecting financial status at research conclusion.
- vii. In providing this report the Financial Officer certifies that the grant has been expended solely upon the work outlined in the hypothesis and aims contained in the original application form and has not been used for items other than those listed in the budget section of the original application.
- viii. Unspent funds at the conclusion of the project must be returned to MS Research Australia. Unspent monies should be detailed in the final MS Research Australia Financial Statement. MS Research Australia will raise a tax invoice to reclaim any unspent funding.
- ix. Request for maternity/paternity leave must be agreed between the researcher and their institution. MS Research Australia will pause payments, effective from the commencement of the leave and resume them upon the researchers return to work.
- x. Unspent monies carried forward into the next year of the budget. Funds may be carried forward into the following year but should not exceed 20% of that year's budget. A request to carry forward monies greater than 20% should be submitted by completing the Grant Change Request Form. This will be considered on a case by case basis by MS Research Australia.

6. Termination or transfer of grants

- i. MS Research Australia grants are made for specified periods, as outlined in the Letter of Acceptance. In some cases the duration of award may be shorter than that requested in the original application.
- ii. When a grantee leaves an institution before the normal expiration of that grant, the grant may be terminated or transferred at the discretion of MS Research Australia. The CI shall give notice in writing to the institution and the grantee of such termination or transfer.

7. Equipment

- i. Equipment purchased with an MS Research Australia grant will normally become the property of the host institution subject to the following conditions:
 - a. The grantee will have free use of it during the tenure of the grant from MS Research Australia or any subsequent grants in connection with research relevant to multiple sclerosis.
 - b. The institution will be responsible for installing, accommodating, maintaining and insuring equipment.
 - c. In particular circumstances, and as specified at the time of purchase MS Research Australia, may retain ownership of equipment.

8. Communication responsibilities. Publication of results arising from this research

- i. To work closely with the MS Research Australia Head of Communications, Marketing and Operations media@msra.org.au or 1300 356 467 in relation to the communication embargo date before any announcements either internally or externally are made in relation to this grant
- ii. MS Research Australia must be appropriately named and recognised in relation to all internal and external communication relating to the publication and presentation opportunities relating to the successful grant.
- iii. Any publications arising from this research (even after the funding period concludes) must be communicated to MS Research Australia.
- iv. MS Research Australia must be listed as a funding contributor in any publication arising from this research.
- v. MS Research Australia must be notified of publications or any significant developments now or in the future relating to this grant. Examples would be a significant discovery, a media opportunity, a directly related paper in a prestigious journal or a significant competitive commonwealth or large philanthropic grant. You are also requested to provide a copy of the publication.

9. Intellectual Property

- i. Intellectual property resulting from MS Research Australia funded research normally belongs to the administering or host institution and must be handled in the national interest.
- ii. Grantees and/or the responsible officer of the host institution must immediately notify MS Research Australia in writing of any patentable discoveries, inventions, processes or improvements arising from MS Research Australia supported research.
- iii. The institution is authorised to conduct all necessary negotiations concerning the patent proceedings.
- iv. Any revenue derived from commercial exploitation of inventions arising from MS Research Australia funded research must be disclosed (in confidence, if required) to MS Research Australia at the time of submission of progress reports and may be taken into account when funding of subsequent grants is being determined.