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
2013
**Table of Clauses**

<table>
<thead>
<tr>
<th>Clause</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Definitions</td>
</tr>
<tr>
<td>2</td>
<td>Interpretation</td>
</tr>
<tr>
<td>3</td>
<td>Entire Agreement and Variation</td>
</tr>
<tr>
<td>4</td>
<td>Term of Agreement and Funding Period</td>
</tr>
<tr>
<td>5</td>
<td>Payment of Funding</td>
</tr>
<tr>
<td>6</td>
<td>Accuracy of Information</td>
</tr>
<tr>
<td>7</td>
<td>Use of the Funding: Activities, Facilities and Types of Work</td>
</tr>
<tr>
<td>8</td>
<td>Use of the Funding: Provision of Salaries and Salary support</td>
</tr>
<tr>
<td>9</td>
<td>Relocation Expenses</td>
</tr>
<tr>
<td>10</td>
<td>Conditions of Employment of Australian Laureate Fellows</td>
</tr>
<tr>
<td>11</td>
<td>Over-expenditure by the Administering Organisation</td>
</tr>
<tr>
<td>12</td>
<td>Commencement of the Project</td>
</tr>
<tr>
<td>13</td>
<td>Deferment of Commencement of Project</td>
</tr>
<tr>
<td>14</td>
<td>Suspension of an Australian Laureate Fellowship</td>
</tr>
<tr>
<td>15</td>
<td>Fellows</td>
</tr>
<tr>
<td>16</td>
<td>Relinquishment of Fellowship</td>
</tr>
<tr>
<td>17</td>
<td>Transfer of an Australian Laureate Fellowship Project</td>
</tr>
<tr>
<td>18</td>
<td>Negation of Employment by the Commonwealth</td>
</tr>
<tr>
<td>19</td>
<td>Conduct of Research</td>
</tr>
<tr>
<td>20</td>
<td>Conduct of Elements of Projects - Identification of PDRA and PGR</td>
</tr>
<tr>
<td>21</td>
<td>Material Produced under this Agreement and Dissemination of Research Outputs</td>
</tr>
<tr>
<td>22</td>
<td>ARC Assessments</td>
</tr>
<tr>
<td>23</td>
<td>Assets</td>
</tr>
<tr>
<td>24</td>
<td>Intellectual Property</td>
</tr>
<tr>
<td>25</td>
<td>Protection of Personal Information</td>
</tr>
<tr>
<td>26</td>
<td>Confidentiality</td>
</tr>
<tr>
<td>27</td>
<td>Acknowledgments, Publications, Publicity</td>
</tr>
<tr>
<td>28</td>
<td>Administration of the Funding</td>
</tr>
<tr>
<td>29</td>
<td>Audit and Monitoring</td>
</tr>
<tr>
<td>30</td>
<td>Access to Premises and Records</td>
</tr>
<tr>
<td>31</td>
<td>Reporting Requirements</td>
</tr>
<tr>
<td>32</td>
<td>Australian Research Integrity Committee</td>
</tr>
<tr>
<td>33</td>
<td>Copyright in Proposals and Reports</td>
</tr>
<tr>
<td>34</td>
<td>Recovery of Unspent Funds or Overpayments of Funds</td>
</tr>
<tr>
<td>35</td>
<td>Indemnity</td>
</tr>
<tr>
<td>36</td>
<td>Insurance</td>
</tr>
<tr>
<td>37</td>
<td>Dispute Resolution</td>
</tr>
<tr>
<td>38</td>
<td>Termination of the Agreement</td>
</tr>
<tr>
<td>39</td>
<td>Compliance with Law</td>
</tr>
<tr>
<td>40</td>
<td>Liaison</td>
</tr>
<tr>
<td>41</td>
<td>Applicable Law</td>
</tr>
</tbody>
</table>

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*Funding Agreement for Australian Laureate Fellowships for funding commencing in 2013*
Parties & Recitals
THIS AGREEMENT is made on the ________ day of _______________ 20_______
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’)
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 given in section 41 of the A New Tax System (Australian Business

   Additional Award means a Kathleen Fitzpatrick Australian Laureate Fellowship or a
   Georgina Sweet Australian Laureate Fellowship.

   Administering Organisation means an Eligible Organisation which submits a Proposal
   for funding under the Australian Laureate Fellowships scheme and which will be
   responsible for the administration of the Funding if the Project is approved for funding.

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


   ARC Fellowship means a named Fellowship position within any ARC scheme where the
   salary is funded wholly or partly by the ARC.

   ARC Research Centres Program means a research centre wholly or partly funded by
   the ARC. This includes ARC Centres of Excellence, ARC Centres, Co-funded Centres
   and Special Research Initiatives.

   ARC website is www.arc.gov.au.
Asset includes personal, real or incorporeal property, but shall not include intellectual property.

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

Australian Laureate Fellowship or Fellowship means an individual Australian Laureate Fellowship awarded under the ARC’s Australian Laureate Fellowships scheme.

Chief Executive Officer or CEO means the occupant of the position from time to time of the Chief Executive Officer of the ARC, or the 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, 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 any conflict of interest, any risk of a conflict of interest and any apparent conflict of interest arising through a party engaging in any activity, participating in any association, holding any membership or obtaining any interest that is likely to conflict with or restrict that party participating in the Project.

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

Eligible Organisation means an organisation listed in Appendix A of the Australian Laureate Fellowships Funding Rules.

End of Year Report means the report described in clause 31.2.

Final Report means the report described in clause 31.4.

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, non-salary Funding.

Funding Agreement or the 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 ARC.

Funding Rules means the Australian Laureate Fellowships Funding Rules for funding commencing in 2013.
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 responsible for the administration of the ARC Act or the Minister’s delegate.

**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 31.3.

**Project** means a Proposal approved by the Minister to receive funding from the ARC in accordance with the Funding Rules.

**Proposal** means a request to the ARC for the provision of funding which is submitted in accordance with the Funding Rules.

**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 Office** means a business unit within an Eligible Organisation that is responsible for administrative contact with the ARC regarding Proposals and 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 a Funding Agreement which governs the use of the Funding provided by the ARC.
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; and
(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;
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 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 any 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 any Australian Laureate Fellowship or 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 coordinate the Project 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 ARC;

(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
ARC in accordance with the ARC Act, and in accordance with the requirements of this Agreement and the Funding Rules;

(e) that the Administering Organisation only receive Funding under this Agreement to which it is properly entitled;

(f) that the Administering Organisation submit 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 ARC, 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 7 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 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;

(m) that the Administering Organisation is responsible for any and all taxation implications associated with receiving the Funds; and

(n) that the Administering Organisation comply with any other requirements or conditions imposed by the ARC 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 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; and/or

(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 Where the invoice relates to a taxable supply made under this contract, the invoice must comply with the requirement for a tax invoice as defined in the GST Act.
5.7 The Commonwealth shall have the right to vary, unilaterally, the amounts for any or all Projects.

5.8 The ARC Australian Laureate Fellowship salary support and other allowances, as set out in Schedule B, are applicable as at 1 January 2013. 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.

5.9 Where the Commonwealth exercises its right under clauses 5.3, 5.7 or 5.8 above, it shall inform the Administering Organisation 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; and/or
(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 budget, aims and research plan which have been submitted by the Administering Organisation and approved by the ARC.

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 ARC.

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 7.7 of the Agreement.

7.4 The Administering Organisation must ensure that the Australian Laureate Fellow(s) listed in Schedule A have adequate time and capacity to carry out each Project and must
provide the basic facilities required for each Project. Project Funding cannot be used for these purposes. Basic facilities include but are not limited to:

(a) accommodation (for example, laboratory and office, suitably equipped and furnished);
(b) advertising and appointment costs
(c) access to film or music editing facilities;
(d) access to a basic library collection;
(e) provision of basic computer facilities such as desktop computers, portable computer devices, printers, word processing and other standard software;
(f) standard reference materials or funds for abstracting services;
(g) use of photocopiers, telephones, mail, fax, email and internet services. and
(h) web hosting and web development.

7.5 As set out in the Funding Rules, Funds may not be used for:

(a) ‘bench fees’ or similar laboratory access fees levied by the organisation;
(b) capital works and general infrastructure costs;
(c) costs not directly related to research or the Project. Examples include but are not limited to: costs of a personal nature (visas, insurance, mobile phones (purchase or call charges)), entertainment costs, hospitality costs, and other indirect costs;
(d) fees of international students or the Higher Education Contribution Scheme (HECS) and Higher Education Loan Programme (HELP) liabilities for students;
(e) hosting of workshops and conferences;
(f) teaching and/or teaching relief; and
(g) travel or related expenses for researchers when on a Special Studies Program.

7.6 Publication and dissemination of Project outputs and outreach activity costs may be supported at up to two per cent of the total non-salary ARC funding requested for the Project, and excludes fees for patent application and holding. The ARC encourages publication in publicly accessible outlets and the depositing of data and any publications arising from a Project in an appropriate subject and/or institutional repository.

7.7 Unless otherwise approved by the ARC, 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.

7.8 Unless otherwise approved by the ARC, the Administering Organisation must provide the resources to undertake each Project as specified in the Proposal.

7.9 The Administering Organisation must obtain the agreement of all parties necessary to allow each Project to proceed. Evidence of agreement must be obtained from all relevant persons and organisations involved in the Project and are to be retained by the Administering Organisation. This evidence must be made available if requested by the ARC.

7.10 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.
7.11 The Administering Organisation must ensure that recipients of an Additional Award follow the guidelines as set out in ‘D4 Additional Award – Proposed Activities’ in the Proposal. Any significant changes to the expenditure of the allocated Funds and/or proposed activities must be approved by the submission of a *Variation of Funding Agreement* request. The relevant *Variation of Funding Agreement* form will be made available by the ARC.

8 **Use of the Funding: Provision of Salaries and Salary support**

8.1 The Funding specified in Schedule A for the 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.

8.3 Salary support entitlements for PDRA are detailed in Schedule D. Stipend support entitlements for PGR are detailed in Schedule E. ARC 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 per cent 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.

8.8 Project payments can only commence once the Funding Agreement has been executed by both parties. Retrospective salary payments will not be paid for employment prior to the date the Funding Agreement is executed.

9 **Relocation Expenses**

9.1 The ARC will not provide Funding for relocation expenses under this Funding Agreement.
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 31.3.

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 at their organisation full-time on the research and research capacity-building activities of the Project for the duration 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 or other research related 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 unless otherwise approved by the ARC.

10.5 Unless otherwise approved by the ARC, 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).

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 accruing 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 the Australian Laureate Fellow has access to periods of up to 14 weeks paid maternity leave where such leave is taken during the course of the Australian Laureate Fellowship. The ARC will provide up to 14 weeks funding for this purpose and the Australian Laureate Fellowship period will be extended for a period equivalent to the duration of the paid maternity leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement.

10.11 The Administering Organisation must ensure that Australian Laureate 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 during the course of the Australian Laureate Fellowship. The ARC will provide up to two weeks funding for this purpose and the Australian Laureate Fellowship period will be extended for a period equivalent to the duration of the paid partner/parental leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement.

10.12 In addition to recreation leave, as provided for in clause 10.9, maternity leave as provided for in clause 10.10, and partner/parental leave provided for in clause 10.11, the Fellow may take additional leave of up to twelve months in total during 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 ARC, 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 in trust by the Administering Organisation during the leave period. Other than in clauses 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 legally reside predominantly in Australia for the duration of the Australian Laureate Fellowship, except where ARC approval has been granted.

10.14 Australian Laureate Fellows are expected to pursue research that is at the international leading edge in their field. To facilitate this aim, Australian Laureate Fellows may, with the approval of the Minister, undertake research overseas for periods of up to two years in total, 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.

10.16 The conditions of employment for recipients of an Additional Award are covered by the same conditions of an Australian Laureate Fellow as specified in clause 10, plus the additional responsibilities as specified in clause 7.11 of this Funding Agreement.
10.17 The Australian Laureate Fellow cannot commence another ARC Fellowship until the entire Australian Laureate Fellowship salary component has been expended.

10.18 The Australian Laureate Fellow may spend up to 0.15 FTE of her/his time annually on teaching activities. The Australian Laureate Fellowship will not be extended to accommodate any periods of teaching. Supervision of honours or postgraduate students is not included in this limit.

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 ARC, is the responsibility of the Administering Organisation. The Commonwealth will not reimburse the Administering Organisation for such costs under any circumstances.

12 Commencement of the Project

12.1 Subject to clause 13, the Project, including the Fellowship, must commence by no later than 31 December 2013, unless the commencement has been deferred to a later date approved by the ARC.

13 Deferment of Commencement of Project

13.1 If the Administering Organisation wishes to defer commencement of a Project, including the Fellowship, beyond 31 December 2013, 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 2013. A deferred commencement of the Project will automatically result in the deferment of all PDRA and PGR elements.

13.2 The Administering Organisation must not defer commencement of the Project, including the Fellowship, beyond 31 December 2013 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 2013 for Year 1 appointments and 31 December 2014 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 2013 for Year 1 appointments and 31 December 2014 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, unless approved by the Scheme Coordinator. The term of the PGR may be extended beyond the Project completion date for the purposes of meeting PhD requirements. 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 2014. The ARC may recover Funding for any Project which has not commenced by 30 June 2014.

13.7 PDRAs and PGRs cannot commence before the Australian Laureate Fellow.

14 **Suspension of an Australian Laureate Fellowship**

14.1 The request for a 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 ARC’s approval to suspend the Project.

14.2 Suspensions without the 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 shall provide each Fellow with a copy of this 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 must meet the criteria specified in 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, or is no longer able to continue her/his 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 submitting 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 promptly notify the ARC of the proposed change in circumstances for the Fellow.

17.3 If the proposed transfer of the Project is to another Eligible Organisation, the Administering Organisation may seek the ARC’s approval for the transfer of the Funding from the Administering Organisation to another Eligible Organisation (‘the recipient Eligible Organisation’) by submitting a Variation of Funding Agreement request to the ARC. The ARC shall have regard to the circumstances surrounding the proposed transfer and may approve the transfer subject to such conditions as the ARC 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 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 Fellow aligns with the current and emerging research strengths of the recipient Eligible Organisation.

17.4 The ARC will only consider the transfer of a Project to another Eligible Organisation where the circumstances are exceptional. While each case is considered individually, acceptable scenarios would include where the current Administering Organisation believes that there is substantial change in the research environment at their institution for that type of research (e.g. disintegration of the research team, abolition of the department, or facilities becoming inoperable).

17.5 The ARC will consider requests for transfers to Eligible Organisations, on compassionate grounds including carer’s responsibilities and family circumstances. Details of the circumstances should be provided in the original request.

17.6 When the ARC receives a proposal requesting the transfer of Funding for a Project, it may approve 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.

17.7 If the ARC’s approval is granted in such circumstances 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 the relevant column; 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.

17.8 If the Fellow changes organisation and the ARC’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.

17.9 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 being transferred and the Fellow performing the Project satisfy the eligibility and accountability requirements of the Funding Rules and terms and conditions of this Agreement.

17.10 Relocation expenses associated with the transfer must be paid by the new recipient Eligible Organisation in accordance with their organisation’s policies. The cost of relocation for the Fellow will not be reimbursed by the ARC.

17.11 The Project or any equipment purchased with the Funding must not be transferred to the recipient Eligible Organisation until the ARC’s approval for the transfer of the Funding is granted.

18 Negation of Employment by the Commonwealth

18.1 Fellows, PDRA and PGR personnel employed by the Project and the Administering Organisation must not represent themselves as being employees, partners or agents of the Commonwealth, or as otherwise able to bind or represent the Commonwealth.

18.2 Fellows, PDRA and PGR personnel employed by the Project 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 ARC 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 that 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 for the duration of the Project. Such processes must comply with the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (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) NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2007);

(b) as applicable, the NHMRC/ARC/UA National Statement on Ethical Conduct in Human Research (2007); and

(c) as applicable, codes on animal research promulgated by the NHMRC.

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 PDRAs in accordance with the Special Conditions for PDRAs specified in Schedule D. The Special Conditions for PDRAs 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 PGRs in accordance with the Special Conditions for PGRs at Schedule E. The Special Conditions for PGRs 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 ARC will support Funding for publications and dissemination costs as per clause 7.6 of this Agreement.

21.4 All Proposals and ARC-funded research projects must comply with the ARC Open Access policy, which is available at www.arc.gov.au. In accordance with this policy, the ARC requires that any publications arising from a Project must be deposited into an open access institutional repository within a twelve month period from the date of publication. The ARC strongly encourages the depositing of data arising from a Project in an appropriate publicly accessible subject and/or institutional repository.

21.5 The Final Report must justify why any publications from a Project have not been deposited in an open access institutional repository within twelve months of publication. The Final Report must outline how data arising from the Project have been made publicly accessible where appropriate.

21.6 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 20 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 above, 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 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 ARC 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 17.11.

23.5 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.

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 Project 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, if it is not a Commonwealth Entity which is contracting on behalf of the Commonwealth, 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*;

(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 cooperate 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 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

(i) 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 Acknowledgments, Publications, Publicity

27.1 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.

27.2 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, electronic media, 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.

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

28 Administration of the Funding

28.1 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.

28.2 Records maintained under clause 28.1 must be retained by the Administering Organisation for each Project for a period of no less than seven years after whichever is the later of:

(a) the final payment of Funds by the ARC for the Project; or

(b) the final approved carryover of Funds for the Project.
29 Audit and Monitoring

29.1 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.

29.2 The ARC may at any time conduct ad hoc on-site reviews 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. 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.

29.3 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.

30 Access to Premises and Records

30.1 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.

30.2 The access rights in clause 30.1 are subject to:
   (a) the provision of reasonable prior notice by the ARC; and
   (b) the Administering Organisation’s reasonable security procedures.

30.3 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 30.2 will not apply.
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.

Nothing in clauses 30.1 to 30.4 inclusive affects the obligation of each party to continue to perform its obligations under this Agreement unless otherwise agreed between them.

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.

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

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.

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 first End of Year Report is due by 31 March 2014. The ARC will provide the Administering Organisation with a pro forma for this report.

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; and

iii. the reasons why the unspent Funds are required to be carried over.

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 ARC. 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.

Where a carryover is requested for 75 per cent or more of the Funds allocated for a calendar year (excluding any Funds carried over from the previous calendar year), separate written justification must be provided.
Funds may be carried over more than twelve months only in exceptional circumstances and subject to approval by the ARC. Separate written justification must be provided in this instance.

31.3 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 March of each year, on a form which will be made available on the ARC website, except in the first year of funding where a report must only be submitted if significant issues are affecting the progress of the Project. The report must specify the actions being taken to address the issues. For the purpose of clarification, the initial Progress Report is due 31 March 2014.

(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 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 on behalf of the Fellow and will be taken into account in the assessment of those proposals.

31.4 Final Report

(a) Unless otherwise approved by the ARC, the Administering Organisation must ensure that Final Reports are provided for each Project within twelve months of the final payment of Funds by the ARC for the Project or within twelve months of the final carryover of Funds approved by the ARC, whichever is the later. The form for this report will be made available by the ARC 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) The Final Report must justify why any publications from a Project have not been deposited in appropriate repositories within twelve months of publication. The Final Report must outline how data arising from the Project have been made publicly accessible where appropriate.

(c) The ARC may also seek additional information about subsequent publications after submission of the Final Report.

(d) If a Final Report is considered by the ARC to be inadequate or is not submitted on time, the Administering Organisation of 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 on behalf of the Fellow, and may be taken into account in the assessment of those proposals.
If the Final Report is not submitted on time this may be noted against any further proposals under any ARC scheme submitted on behalf of the Fellow and may be taken into account in the assessment of those proposals.

Proposals submitted under any ARC scheme on behalf of any Fellow on a Project for which the Final Report is outstanding may be deemed ineligible for approval of funding.

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

32 Australian Research Integrity Committee

32.1 The Administering Organisation must provide to the Australian Research Integrity Committee (ARIC) upon request, any documentation and information concerning allegations of its mishandling of internal reviews into alleged cases of research misconduct, and/or non-compliance with the NHMRC/ARC/UA Australian Code for the Responsible Conduct of Research (2007).

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;
(d) the administration, auditing, management or evaluation of the National Competitive Grants Program or any funding scheme administered by the ARC;
(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
(f) 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, 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 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 will be responsible for effecting all insurances required under workers 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 no 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 the recovery of unspent Funds or overpayments of Funds, clause 38 relates to termination of the Agreement.

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

38.1 The ARC may immediately terminate Funding for a Project by notice in writing to the Administering Organisation if:

(a) the Administering Organisation commits any breach of this Agreement which the Commonwealth considers is not capable of remedy;
(b) in the opinion of the ARC, progress on the Project is not satisfactory;
(c) the ARC reasonably believes that it has received inaccurate, incomplete or misleading information in relation to the Project, including in the proposal or in any report provided under this Agreement;
(d) the ARC reasonably believes there is fraud or misleading or deceptive conduct on the part of the Administering Organisation or any Specified Personnel;
(e) the Administering Organisation fails to comply with any additional ARC requirement or condition notified by the ARC under clause 3.2;
(f) the ARC receives notice that work on the Project will cease, or has ceased;
(g) the Administering Organisation is unable to continue its role for any reason; or
(h) the Commonwealth terminates its commitment in the event of a change of government policy or other related government requirements.

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 unless otherwise specified by the Commonwealth; and
(c) the ARC may recover all or any Funding for the Project in accordance with clause 5.3.

38.3 Any amount notified to the Administering Organisation as payable under clause 38.2 (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.

38.4 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*;

   (g) it may have obligations under the *Equal Opportunity for Women in the Workplace Act 1999* and it must comply with those obligations; and

   (h) it is aware of its obligations under relevant work, health and safety laws.

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 *Competition and Consumer Act 2010* and the *Archives Act 1983*. More information about the *Charter of United Nations Act 1945* and the *Charter of United Nations (Terrorism and Dealing with Assets) Regulations 2002* is available at www.dfat.gov.au/icat/UNSC_financial_sanctions.html].

39.4 The Administering Organisation must ensure that in performing the obligations under, and arising from this Agreement, all necessary precautions for the health and safety of all persons have been identified and implemented.
39.5 The Administering Organisation must ensure that all officers, employees, agents and subcontractors in performing the obligations under and arising from this Agreement comply with any security and safety requirements of which they are or should be reasonably aware.

40 Liaison

40.1 Researchers should direct all queries regarding ARC Funding to their Administering Organisation’s Research Office in the first instance. All communications from the Administering Organisation to the ARC, or the Minister, relating to the Funding should be made through the Responsible Officer of the Administering Organisation and should 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

GPO Box 2702
CANBERRA   ACT   2601
Email: ARC-AustralianLaureateFellowships@arc.gov.au

Post-award enquiries and report submission
Email: ARC-postaward@arc.gov.au

41 Applicable Law

41.1 This Agreement will be governed by and interpreted in accordance with the laws of the Australian Capital Territory and the Parties submit to the non-exclusive jurisdiction of the courts of that Territory.
Details of Projects to receive Funding from the Commonwealth
ARC notional awards and other allowances

B1 Australian Laureate Fellowship salary support for funding commencing in 2013 (in 2013$)

The figures in the tables below are based on the 2013 levels of funding as stated in the *Australian Laureate Fellowships Funding Rules for funding commencing in 2013* and will be subject to variation (for example, due to annual indexation). Updated levels are available on the ARC website at [www.arc.gov.au/applicants/salaries.htm](http://www.arc.gov.au/applicants/salaries.htm).

Fellowship salary supplement is indexed annually.

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

<table>
<thead>
<tr>
<th>ARC Salary Supplement</th>
<th>On-costs 28%</th>
<th>Total (2013$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Laureate Fellowship</td>
<td>$114,170</td>
<td>$31,968</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ARC Salary/Stipend rates</th>
<th>On-costs 28%</th>
<th>Total (2013$)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postdoctoral research associate</td>
<td>$70,099</td>
<td>$19,629</td>
</tr>
<tr>
<td>Postgraduate researcher</td>
<td>$29,844</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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 Australian Laureate Fellow must obtain agreement in principle for the importation from the appropriate Commonwealth and State authorities.

C2. Research involving humans or other animals: Any Project conducted by the Administering Organisation including 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, Australian Research Council, and Universities Australia are complied with. 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 Organisation’s established safeguards.

C4. Genetic manipulation: If a Project involves the use of gene technology (as defined in the Gene Technology Act 2000), then before the proposed research commences, the Administering Organisation must ensure that the research has been approved in writing by the relevant Biosafety and/or Ethics Committees (or equivalent) of the Administering Organisation. 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, he/she 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. 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 up to five years. 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.

D1.3 The total number of funded PDRA full-time equivalent (FTE) Positions can be varied to meet the needs of the project. It is the responsibility of the Administering Organisation to ensure that the total number of funded FTE equivalent Positions is not exceeded over the life of the Project.

D2 Selection of PDRA
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 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 PDRA’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.

Funding Agreement for Australian Laureate Fellowships for funding commencing in 2013
35
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 PDRA will not be extended beyond the end date of the Australian Laureate Fellow or the Project, unless approved by the ARC.

**D5.2** The Administering Organisation must ensure the PDRAs have access to periods of up to 14 weeks paid maternity leave where such leave is taken during the course of the Australian Laureate Fellowship. The ARC will provide up to 14 weeks funding for this purpose and the PDRA will be extended for a period equivalent to the duration of the paid maternity leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement*.

**D5.3** The Administering Organisation must ensure that PDRAs are entitled to take up to two weeks paid partner/parental leave at the time of birth or adoption to the partner/parent who is not identified as the primary caregiver during the course of the Australian Laureate Fellowship. The ARC will provide up to two weeks funding for this purpose and the PDRA will be extended for a period equivalent to the duration of the paid partner/parental leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a *Variation of Funding Agreement*.

**D5.4** Other than in the circumstances provided for in items D5.2 and D5.3 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 as part of the Project, 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. The ARC will recover any unspent funds upon
conclusion of the Project. If the proposed suspension is to be more than six months duration, the Responsible Officer must apply to the ARC to seek approval. The relevant Variation of Funding Agreement which will be made available by the ARC.

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 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, a new PDRA may be selected by the Administering Organisation provided that the researcher meets the eligibility criteria as specified in the Funding Rules. 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 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 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 Project unless advised in Progress Reports submitted annually to the ARC. PDRA components will not be entitled to an extension to their completion date.
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 PGRs on the basis that the student(s) 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 on merit 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) has 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 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.

E2.3 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 the name and commencement date of each PGR funded under this Project by 31 December 2013 for year 1 commencing positions or 31 December 2014 for year 2 commencing positions. If a PGR cannot be appointed after two years from the Project commencement date for a year 1 commencing position or three years from the Project commencement date for a year 2 commencing position the funds allocated to the component may be recovered. Only in exceptional circumstances will unspent PGR 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 E2.3 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 E2.3 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.

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 prior 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.

E5.10 The Administering Organisation must ensure the PGRs have access to periods of up to 14 weeks paid maternity leave where such leave is taken during the course of the Australian Laureate Fellowship. The ARC will provide up to 14 weeks funding for this purpose and the PGR will be extended for a period equivalent to the duration of the paid maternity leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement.

E5.11 The Administering Organisation must ensure that 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 during the course of the Australian Laureate Fellowship. The ARC will provide up to two weeks funding for this purpose and the PGR will be extended for a period equivalent to the duration of the paid partner/parental leave. The funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement.

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 Infrastructure
E9.1 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.

**E10 Conflict of Interest**

E10.1 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 ...............................................………… ) ................................................
signatory to sign above

the ..................................................…..…… ) insert signatory’s title above
of the Australian Research Council

In the Presence of:

...........................................................… ) ................................................
witness to sign above

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

by ............................................................… ) ................................................
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:

...........................................................… ) ................................................
witness to sign above