Funding Agreement

between the

Commonwealth of Australia
as represented by the
Australian Research Council

and

[Administering Organisation]

regarding funding for

Linkage Projects
to commence in
2012
Rounds 1 and 2
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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 Linkage Projects 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. (Schedule A.1 – Round 1 for funding commencing in January 2012 and Schedule A.2 – Round 2 for funding commencing in July 2012);
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
1.1 In this Agreement, unless the contrary intention appears:

   ABN has the meaning as given in section 41 of the A New Tax System (Australian Business Number) Act 1999.

   Administering Organisation means an Eligible Organisation which submits a Proposal for funding under Linkage Projects and which will receive and 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 Centre means a research centre wholly or partly funded by the ARC and includes ARC Centres of Excellence, ARC Centres, ARC Special Research Centres and ARC co-funded Centres.

   ARC Fellowship means a Fellowship position within any ARC scheme where the salary is funded wholly or partly by the ARC and where the researcher in that position was a named participant in a Proposal.

   ARC website is www.arc.gov.au

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

   Audited Financial Statement means the statement to be submitted by the Administering Organisation by 30 June each year in accordance with paragraph 58(1)(b) of the ARC Act.
Australian Postdoctoral Fellow (Industry) (APDI Fellow) means a researcher whose salary is wholly or partly funded under an APDI Fellowship (under the Linkage Projects scheme).

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

Chief Investigator (CI) means a person named as Chief Investigator for a particular Project, or as otherwise approved by the Minister and includes any replacement person or persons approved by the Minister in accordance with clause 16.

Commonwealth means the Commonwealth of Australia.

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

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

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

Eligible Organisation means an organisation listed at Appendix A of the Linkage Projects Funding Rules for funding commencing in 2012.

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

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

Final Report means the report described in clause 32.4.

Funding or Funds means the amount or amounts payable under this Agreement for each Project as specified in Schedule A.

Funding Agreement means this document.

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

Funding Rules means the Linkage Projects Funding Rules for funding commencing in 2012.

GST has the meaning as given in section 195-1 of the A New Tax System (Goods and Services Tax) Act 1999.

Host Organisation means an organisation at which a Fellow undertakes her/his research.

In-kind Contribution means a contribution of goods, services, materials or time to the Project from an individual, business or organisation.

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.

Linkage Industry Fellowship (LIF) means the funding provided by the Commonwealth through the Administering Organisation to support the temporary transfer of an eligible researcher named in Schedule A either from one of the Eligible Organisations participating on the Project to one of the other Eligible or Partner Organisations participating on that Project, or vice versa.

Linkage Industry Fellow means a researcher named in Schedule A whose salary is wholly or partly funded under a LIF provided by the Commonwealth under this
Material includes documents, equipment, software, goods, information and data stored by any means.

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

NHMRC means the National Health and Medical Research Council.

Other Eligible Organisation means an Eligible Organisation listed on a Linkage Projects Proposal which is not the Administering Organisation.

Other Organisation means an organisation which is listed in a Linkage Projects Proposal and is not an Eligible Organisation or a Partner Organisation.

Partner Investigator (PI) means a person named as a Partner Investigator for a particular Project, or as otherwise approved by the Minister and includes any replacement person or persons approved by the Minister in accordance with clause 16.

Partner Organisation means any company, government agency, incorporated body or other collaborating organisation, other than an Eligible Organisation or Other Organisation, named in Schedule A as a contributor to a Project or as otherwise approved by the Minister and includes any replacement organisation or organisations approved by the Minister in accordance with clause 12.

Partner Organisation Cash Contribution means the cash funding from a Partner Organisation(s) which is transferred to and managed by the Administering Organisation.

Partner Organisation In-kind Contribution means the in-kind contribution for a Project provided by the Partner Organisation(s) to the Administering Organisation in respect of a Project.

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

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

Progress Report means the report described in clause 32.3.

Project means any Project as described in Schedule A or as otherwise approved by the Minister for funding under this Agreement, and includes any Fellowship elements funded for the Project.

Project Leader means the first-named researcher named on a Project who is a Chief Investigator or an APDI Fellow, or such other person otherwise approved by the Minister and includes any replacement person approved by the Minister in accordance with clause 16.

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

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

Research 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.

Schedule A includes Schedule A.1 – Round 1, for Projects approved for funding to commence in January 2012, and Schedule A.2 – Round 2, for Projects approved for
funding to commence in July 2012.

**Scheme** has the meaning given in Parties and Recitals.

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

**Special Conditions** means the conditions specified in Schedules A, C, D, and F of a Funding Agreement which govern the use of the Funding provided by the ARC.

**Specified Personnel** means the Chief Investigator(s), Partner Investigator(s), APDI Fellow(s) and Linkage Industry Fellow named in Schedule A to perform the Project or as otherwise approved by the Minister.

**UA** means Universities Australia.

### 2. Interpretation

2.1 In this Agreement, unless the contrary intention appears:

(a) words in the singular number include the plural and words in the plural number include the singular;

(b) words importing a gender include any other gender;

(c) words importing persons include a partnership and a body whether corporate or otherwise;

(d) clause headings, words capitalised or in bold or italic format and notes in 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 to 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;
   (b) the Schedules;
   (c) the Funding Rules; and
   (d) the Proposal.

3.4 The Administering Organisation and the Commonwealth may agree to vary this Agreement. Other than as expressly provided for in this Agreement, any variation to this Agreement must be in writing and signed by both parties.

3.5 The Administering Organisation is required to do all things incidental or reasonably necessary to give effect to this Agreement, including procuring any third parties to do such incidental or reasonably necessary things. This includes, but is not limited to, the Administering Organisation’s securing the agreement of all parties involved in the Project 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 Awards 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 13;
   (b) that the Chief Investigator or APDI Fellow identified as the Project Leader (or any replacement person approved by the Minister under clause 16.1) lead and co-ordinate the Project at all times during the Funding Period, including by having direct responsibility for the strategic decisions and the communication of results for the Project;
   (c) that the Administering Organisation conduct the Project substantially in accordance with the ‘Project Description’ contained in the Proposal or, in the event of any variation to the Project, in accordance with the description, aims and research plan as
otherwise approved by the Minister;

(d) that the Administering Organisation spend all Funds paid under this Agreement for each Project substantially in accordance with the ‘Project Cost’ detailed in the Proposal for that Project and any Special Conditions, or the budget as otherwise approved by the ARC and any conditions otherwise imposed by the Minister in accordance with the ARC Act, and in accordance with the requirements of this Agreement and the Funding Rules;

(e) that the Administering Organisation enter into (and maintain) an agreement with each Partner Organisation that meets the requirements of clause 11;

(f) that the total Partner Organisation Contribution for a Project satisfies the minimum requirements set out in this Agreement (including in Schedule E) and the Funding Rules, unless otherwise approved by the Minister;

(g) that the Administering Organisation not receive for the Project any amount of Funding from the ARC in excess of that to which it is properly entitled, or which the Commonwealth is not required to pay, either under this Agreement or the ARC Act;

(h) that the Administering Organisation submit on time all reports required under this Agreement, in the form and with content satisfactory to the ARC;

(i) that progress of the Project is, in the opinion of the Chief Executive Officer, satisfactory;

(j) that each Chief Investigator (or any replacement person or persons approved by the Minister or ARC under clause 16.1), at all times during her/his participation in a Project as a Chief Investigator, meet the criteria specified in subsections 7.1.3 and 7.2.2, in subsection 10.5.2 (unless subsection 10.5.3 applies), and Section 7.2 of the Funding Rules, including by having direct responsibility for the strategic decisions and the communication of results for the Project;

(k) that each APDI Fellow, at all times during her/his participation in a Project as an APDI Fellow, meet the criteria specified in subsection 7.1.3, subsection 10.5.2 (unless subsection 10.5.3 applies), and Sections 8.1 and 8.2 of the Funding Rules, including by having direct responsibility for the strategic decisions and the communication of results for the Project;

(l) that each Partner Investigator (or any replacement persons approved by the Minister or ARC under clause 16.1), at all times during her/his participation in a Project as a Partner Investigator, meet the criteria specified in Section 7.3 of the Funding Rules, including by having direct responsibility for the strategic decisions and the communication of results for the Project;

(m) that the ARC is advised in a timely manner of any and all actual and potential Conflicts of Interest of parties involved in the Project which have the potential to influence or appear to influence the research and/or activities related to the Project;

(n) 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;

(o) that there is no duplication of Commonwealth funding for the research and/or activities funded for the Project under this Agreement;

(p) that the ARC is notified in writing in a timely manner if any Specified Personnel is not able to undertake the Project, or to continue to undertake the Project, and that any change in Specified Personnel is approved in accordance with clause 16; and

(q) that the Administering Organisation comply with any other requirements or conditions imposed by the Minister in connection with any Funding covered by this...
5.3 If the Administering Organisation does not meet any one or more of the conditions listed in clause 5.2 in respect of a Project, the Commonwealth may, by notice in writing to the Administering Organisation, do any or all of the following:

(a) not pay the Administering Organisation any further Funds for that Project;
(b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any Funds not spent in accordance with this Agreement;
(c) vary the amount of Funding approved for that Project.

5.4 The Administering Organisation must pay to the Commonwealth the amount specified in any notice received under clause 5.3(b) within 30 days of the date of that notice.

5.5 The Commonwealth will pay to the Administering Organisation, by way of financial assistance in accordance with the ARC Act, the approved amounts set out in Schedule A, which is net of any GST which may be imposed on the supply.

5.6 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 unilaterally vary the amounts for any or all Projects.

5.8 The ARC notional Award rates and other allowances as set out in Schedule B are applicable as at 1 January 2012. 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 Award rates set out in Schedule B of this Agreement.

5.9 Where the Commonwealth exercises its right under clause 5.3, 5.7 or 5.8 above, it shall inform the Administering Organisation in writing of the variation within 30 days of that variation having been made.

6. **Accuracy of Information**

6.1 The provision of any Funding for a Project is conditional on all information contained in the Proposal for that Project and all reports required by this Agreement from the Administering Organisation being complete, accurate and not misleading. The Commonwealth regards inaccurate and misleading information as including, but not being limited to, claiming fictitious track records, inflating funds obtained from other sources and false claims in the publication record, e.g. describing a paper as being ‘in press’ or accepted even if it has only been submitted.

6.2 If the Commonwealth considers that a Proposal for a Project, or any report provided under this Agreement, contains incomplete, inaccurate or misleading information, the Commonwealth may, by notice in writing to the Administering Organisation, do any or all of the following:

(a) not pay the Administering Organisation any further Funds for that Project;
(b) recover all or some of the Funds paid under this Agreement for that Project, including all unspent Funds and any Funds not spent in accordance with this Agreement;
(c) vary the amount of Funding approved for that Project.

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

7.1 The Administering Organisation will ensure that each Project is carried out in accordance with this Agreement in a diligent and competent manner. In addition, each Project will be conducted in accordance with the ‘Proposal Description’ contained in the Proposal, or any
revised budget, aims and research plan, submitted by the Administering Organisation and approved by the Minister.

7.2 The Administering Organisation must ensure that expenditure on each Project described in Schedule A is in accordance with the ‘Proposal Description’ contained in the Proposal and within the broad structure of the proposed ‘Project Cost’ detailed in the Proposal or any revised budget, aims and research plan submitted by the Administering Organisation which has been approved by the Minister.

7.3 The Administering Organisation must not use the Funding:

(a) for purposes specifically excluded in the Funding Rules; or

(b) for purposes specifically excluded in this Agreement, for example clauses 7.5, 7.6, 8.1, 8.2, 8.3, 8.4, 8.9 and 8.10 of the Agreement.

7.4 The Administering Organisation must ensure that persons listed in Schedule A (or any replacement person(s) approved by the Minister or ARC under clause 16.1) have adequate time to carry out each Project and must provide the basic facilities required for each Project. Basic facilities include but are not limited to:

(a) accommodation (e.g. laboratory and office, suitably equipped and furnished);

(b) access to film or music editing facilities;

(c) access to a basic library collection;

(d) standard reference materials;

(e) provision of office computers and basic computing facilities such as printers, word processing and other standard software; and

(f) use of photocopiers, telephones, mail, fax, email and internet services.

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

(a) salaries and/or on-costs, in part or in whole, for CIs and PIs (excluding APDI and LIF);

(b) capital works and general infrastructure costs;

(c) fees for international students or the Higher Education Contribution (HECS) and Higher Education Loan Programme (HELP) liabilities for students; or

(d) costs not directly related to research, for example, visas, insurance, and mobile phones (purchase or call charges).

7.6 Unless otherwise approved by the Minister, the Funding must not be used to fund any research and/or activities for which other financial assistance from the Commonwealth has been, is being, or is intended to be, provided.

7.7 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.

7.8 Unless otherwise approved by the Minister 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 is to be retained by the Administering Organisation. This evidence must be made available if requested by the ARC.
7.10 The Administering Organisation must not allow a Project to commence, nor Funding to be expended, until it has entered into a written partner agreement with each Partner Organisation in accordance with clause 11. The Administering Organisation must reach agreement with each Partner Organisation and enter into a written partner agreement with each such organisation before the final date for commencement of the Project as determined in accordance with clause 13.

7.11 Where a PhD stipend is to be paid from Project costs:

(a) the minimum PhD stipend must be $27,651 per annum;
(b) the PhD stipend recipient must be enrolled in a PhD at an Eligible Organisation as listed in Appendix A of the Funding Rules;
(c) management of candidature of PhD stipend recipients will be at the discretion of the Administering Organisation or Host Organisation as appropriate. This includes but is not limited to selection, appointment, periods of leave and/or suspension of candidature.
(d) other costs of candidature will be the responsibility of the Administering Organisation or Host Organisation as appropriate. Costs of candidature may include, but are not limited to, costs of relocation, periods of leave and thesis production.

8. Use of the Funding: Provision of Salaries and Relief for Teaching and for Other Duties

8.1 The Funding must not be used to provide salary support for Chief Investigators or Partner Investigators except in the case of a Linkage Industry Fellowship specified in Schedule A.

8.2 Funding specified in Schedule A for a Linkage Industry Fellowship must not be used except in accordance with Schedule F.

8.3 ARC notional Award rates and other allowances are detailed in Schedule B. Funding provided for an APDI Fellowship must be used in accordance with Schedule D.

8.4 Funding may not be used for the payment of a Partner Investigator’s costs incurred because of her/his involvement in the Project, except for short-term project support for Partner Investigators visiting from overseas and domestic and international travel associated with a project where such visits and costings were outlined in the Proposal and as a Special Condition were not prohibited.

8.5 If expenditure is incurred as allowed for in clause 8.4 above, the Administering Organisation must ensure that expenditure is in accordance with the broad structure of the ‘Proposal Description’ and ‘Project Cost’ detailed in the Proposal, or any revised Project budget, aims and research plan submitted by the Administering Organisation which are approved by the ARC.

8.6 Funds may be used by the Administering Organisation to employ Personnel, other than the Specified Personnel, where provision for such was included in the Proposal and is not prohibited as a Special Condition. They may be employed full-time or part-time, as required.

8.7 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 20 hours per week.

8.8 In respect of Personnel other than Chief Investigators or Partner Investigators, 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; and

(c) the on-costs 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.

8.9 Funding may also be used to fund the relief of Chief Investigators from teaching or other duties for a maximum of up to 6 months (2 or 3 year Project) or 12 months (4 or 5 year Project) per CI over the duration of the Project, for up to two CIs, if it is specified as a Special Condition for a Project in Schedule A. Such funding may not be used for any other purpose without the approval of the Minister. If approved for a Chief Investigator, the ARC’s funding contribution is limited to a maximum rate of $69,758 per annum (2011 rate) (or pro rata) for that person.

8.10 The Administering Organisation must ensure that any Personnel who are employed full-time on a Project and whose salary is provided from the Funding, and any APDI Fellows, 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.

8.11 Notwithstanding clause 8.10, a Partner Organisation’s cash contribution to the Administering Organisation for the Project may be used to raise the levels of the salaries paid to Personnel, excluding the salaries of Chief Investigators and Partner Organisation Personnel. However, this does not preclude Partner Organisations from contributing to the salaries of Chief Investigators and Partner Organisation Personnel if that contribution is above the required minimum Partner Organisation cash contribution.

9. Over-expenditure by the Administering Organisation

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

10. Multi-institutional Agreements

10.1 The Administering Organisation must not allow a Project to commence, nor Funding to be expended, until it has entered into an agreement with each Other Eligible Organisation in accordance with this clause 10.

10.2 The Administering Organisation must reach agreement with each Other Eligible Organisation before the final date for commencement of the Project as determined in accordance with clause 13.

10.3 Evidence of agreement must be made available to the ARC if required.

10.4 A written agreement must be entered into with an Other Eligible Organisation within 30 days of commencement of the Project and must include provisions that:

(a) outline the role and contribution, if any, of the Other Eligible Organisation;

(b) outline contributions and research undertaken by the organisations;

(c) describe the Intellectual Property arrangements that apply to the outcome or results generated by the Project. Such arrangements must, unless otherwise approved by the ARC, comply with the National Principles of Intellectual Property Management for Publicly Funded Research; and
(d) do not impede or prevent the Administering Organisation from complying with any of its obligations under this Agreement.

10.5 The Administering Organisation will retain the written agreement, and make it available to the ARC if required.

11. **Partner Organisation Agreements**

11.1 The Administering Organisation must not allow a Project to commence, nor Funding to be expended, until it has entered into a written partner agreement with each Partner Organisation in accordance with this clause 11. The Administering Organisation must reach agreement with each Partner Organisation and enter into a written partner agreement with each such organisation before the final date for commencement of the Project as determined in accordance with clause 13.

11.2 An agreement entered into with a Partner Organisation must include provisions that:

(a) outline the role and contribution of the Partner Organisation;

(b) outline the contributions and research undertaken by other organisations involved;

(c) outline the payment of salaries and associated costs for APDI Fellows and Linkage Industry Fellows;

(d) describe the Intellectual Property arrangements that apply to the outcome or results generated by the Project. Such arrangements must, unless otherwise approved by the ARC, comply with the *National Principles of Intellectual Property Management for Publicly Funded Research*;

(e) an assurance from the Partner Organisation that the Partner Organisation’s relationship with the Administering Organisation and the Specified Personnel for the Project complies with the requirements specified in the Funding Rules, including:

i. that the Partner Organisation’s relationship with the Chief Investigators and APDI Fellows on the Project would not generate or represent a Conflict of Interest;

ii. that the Partner Organisation satisfies the requirements for a Partner Organisation stipulated in Sections 6.2, 6.3, 6.4 and 6.5 of the Funding Rules; and

iii. if one or more of the Partner Investigators are employees of the Partner Organisation, that the Partner Organisation will make an appropriate contribution of time and operating costs towards the Project in relation to the participation of those Partner Investigators in the Project;

(f) other than where the Partner Organisation is a Commonwealth entity which contracts as part of the Commonwealth, an indemnity from the Partner Organisation in favour of the Administering Organisation that covers any loss, liability or expense incurred or suffered by the Administering Organisation as a result of any breach of this Agreement caused by the Administering Organisation’s reliance on the assurance given by the Partner Organisation in accordance with paragraph (e) above;

(g) are consistent with details contained in the Proposal, except as provided for in clause 11.5; and

(h) do not impede or prevent the Administering Organisation from complying with any of its obligations under this Agreement.

11.3 A written partner agreement entered into under this clause 11 must continue to satisfy the requirements of this clause 11 at all times during the Funding Period for the Project.
11.4 The Administering Organisation must ensure that the total Partner Organisation Contribution for a Project satisfies the requirements of this Agreement (including using the criteria set out in Schedule E) and the Funding Rules.

11.5 Unless otherwise approved by the ARC, the Administering Organisation must ensure that each Partner Organisation provides contributions as set out in the Proposal. However, if the Funding for a Project is less than the amount requested in the Proposal for that Project, the Partner Organisation Contribution may be reduced by the same proportion. In all cases, the minimum requirements for the Partner Organisation Contribution as set out in this Agreement and the Funding Rules continue to apply.

11.6 The Administering Organisation must ensure the Commonwealth and each Partner Organisation is provided with timely notice of progress made on the Project.

11.7 Once the written partner agreement for a Project has been entered into by all participating Partner Organisations and the Administering Organisation, the Administering Organisation must provide to the ARC the Partner Organisation Agreed Contribution Report, on the relevant form made available by the ARC.

11.8 If a written agreement between a Partner Organisation and the Administering Organisation is revised in accordance with this Agreement to change the level of Partner Organisation Contribution, the Administering Organisation must provide to the ARC a revised Partner Organisation Agreed Contribution Report, on the relevant form made available by the ARC.

11.9 The Administration Organisation will retain the written partner agreement, and make it available to the ARC if required.

12. **Default of Partner Organisation**

12.1 If the Administering Organisation receives notice that a Partner Organisation wishes to withdraw its support for the Project, or reasonably believes that a Partner Organisation is in default of any of its obligations under a written partner agreement entered into between that Partner Organisation and the Administering Organisation under clause 11, the Administering Organisation must immediately notify the ARC, and may attempt to find a replacement Partner Organisation for the Project or modify remaining Partner Organisation arrangements, in accordance with the procedure outlined in clause 12.2.

12.2 Should the Administering Organisation wish to proceed with a replacement Partner Organisation or modified Partner Organisation arrangements as allowed under clause 12.1, it must complete the procedure listed below within three months from the date of notification from the Partner Organisation or from the date on which the Administering Organisation became aware that the Partner Organisation is not meeting its obligations, whichever is the earlier. By the end of the three-month period referred to in this clause:

(a) the Administering Organisation must request, in writing, the ARC’s approval of a replacement Partner Organisation or modified remaining Partner Organisation arrangements which comply with the requirements for Partner Organisations and Partner Organisation Contributions specified in this Agreement and the Funding Rules;

(b) the replacement or remaining Partner Organisations must provide a written undertaking to provide (in total) a replacement contribution equivalent to that which would have been provided by the Partner Organisation in default and which satisfies the requirements of this Agreement (including using the criteria set out in Schedule E) and the Funding Rules; and

(c) the Administering Organisation and the replacement Partner Organisation or remaining Partner Organisations must enter into a written partner agreement, or
amend any existing agreement (as appropriate) consistent with clause 11 to reflect the revised Partner Organisation Contribution arrangements.

12.3 The ARC may approve a replacement Partner Organisation if the replacement Partner Organisation meets the eligibility criteria as specified in the Funding Rules.

12.4 If the ARC approves a replacement Partner Organisation or modified remaining Partner Organisation arrangements proposed under clause 12.2, the Administering Organisation must within three months of the date of approval by the ARC provide to the ARC a revised Partner Organisation Agreed Contribution Report, on the relevant form made available by the ARC, reflecting the new approved arrangements.

12.5 To avoid doubt, the funding condition set out in clause 5.2(f) will not have been satisfied if:

(a) the ARC does not approve any replacement Partner Organisation or the modified Partner Organisation arrangements proposed under clause 12.2; or

(b) the Administering Organisation does not attempt to find any replacement Partner Organisation or modify existing Partner Organisation Contribution arrangements in accordance with clause 12.2.

13. Commencement of Project: Final Date for Commencement and Partner Organisation Written Agreements

13.1 The Project, including any APDI Fellowship element, must commence:

(a) for Projects funded in Round 1 - by no later than 30 November 2012; and

(b) for Projects funded in Round 2 - by no later than 30 June 2013.

13.2 Pursuant to clause 7, the Administering Organisation must not allow a Project to commence, nor Funding to be expended, until it has entered into a written partner agreement with each Partner Organisation in accordance with clause 11. The Administering Organisation must reach agreement with each Partner Organisation and enter into a written partner agreement with each such organisation before the applicable commencement date for the Project as determined in accordance with clause 13.1.

13.3 Commencement of the Project, including any APDI Fellowship element, cannot be deferred beyond the applicable commencement date stated in clause 13.1. Requests for deferred commencement dates will not be considered. The ARC may recover Funding for any Project and/or any APDI Fellowship element which has not commenced by the applicable date specified in clause 13.1.

13.4 Where the APDI Fellow cannot commence by the applicable date for the Project as stated in clause 13.1 the ARC will recover the APDI Fellowship funding component. Pursuant to clause 16.5, if the remaining project costs are less than the equivalent of $30,000 per annum the Project will be terminated. An APDI Fellowship may be used to fund only the person to whom the APDI Fellowship is awarded.

14. Suspension of Project

14.1 If any of the Specified Personnel on a Project is not able to perform the Project for a period or periods of time the Project may be suspended for a period or periods totalling up to 12 months. The duration of a Project may be extended for a period equal to the duration of the approved suspension(s). The Funds for the Project 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 the ARC will not supplement the Funds to cover any additional costs incurred as a result of the suspension or delay in finalisation of the Project.
14.2 If a proposed suspension is to commence after the first 12 months of the Project and 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 in its next Progress or Final Report for the Project.

14.3 If the proposed suspension is to commence within the first 12 months of the Project or is for more than six months, the Responsible Officer must submit a Variation of Funding Agreement request to the Scheme Coordinator to seek the Minister’s approval to suspend the Project. The Minister will approve such suspensions only if detailed written justification for the request is provided. The approval of a suspension is at the ARC’s absolute discretion. If approved, the Administering Organisation must detail the suspension in its next Progress or Final Report for the Project.

14.4 Subject to clause 14.2 and Schedule D6 suspensions without written approval will be a breach of this Agreement and may result in the immediate termination of the Project.

15. Specified Personnel

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

15.2 The Administering Organisation shall provide each Chief Investigator, Partner Investigator, APDI Fellow and Linkage Industry Fellow performing a Project 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 the Specified Personnel in relation to their eligibility pursuant to the Funding Rules and their ability to perform the Project.

15.4 The Administering Organisation must ensure that, unless otherwise approved by the Minister, all Chief Investigators and APDIs performing any Project meet the criteria specified in Section 7.2 of the Funding Rules for the full term of their participation in the Project as a Chief Investigator.

15.5 The Administering Organisation must ensure that each of the Specified Personnel who is to work on a Project has the approval of her/his employing organisation to participate in the Project. The Administering Organisation does not require the agreement of the employing organisation of an overseas-based Partner Investigator (unless they are employed by the Administering Organisation) to participate in the Project.

15.6 An unsuccessful APDI Fellow candidate on a successful Project will remain as Specified Personnel on the Project, in the role of Chief Investigator. The Administering Organisation must ensure that all Specified Personnel meet the eligibility requirements of their role for the duration of the Project, as per clause 15.3.

16. Change of Specified Personnel

16.1 If a Chief Investigator or Partner Investigator is at any time during the term of a Project no longer able to continue working on the Project, the Project may be continued under one or more other Chief Investigator or Partner Investigator provided that:

(a) there is at least one original Chief Investigator or APDI Fellow working on the Project;

(b) all replacement Chief Investigators or Partner Investigators meet the eligibility criteria, as specified in the Funding Rules for the particular role they are to perform, for the period for which they are to perform that role;

(c) all replacement Chief Investigators or Partner Investigators must have research expertise which is commensurate with the standard of the original research team which was awarded the Project;
(d) approval is sought from the ARC for the change in Specified Personnel:
   i. in writing (including with the request a copy of the proposed replacement Personnel’s curriculum vitae and research opportunity and performance evidence details); and
   ii. within three months of the date that the Specified Personnel cease working on the Project;

(e) if replacement Chief Investigators or Partner Investigators (‘New Personnel’) are proposed for a Project, the Administering Organisation must obtain certifications from the New Personnel and their employers which have similar effect to those required to be obtained for the other Specified Personnel on the Project; and

(f) the change is approved, in writing, by the Minister if the person being replaced is the Project Leader, or the ARC in all other cases.

16.2 If a Chief Investigator is the only Chief Investigator on a project, and her/his involvement with the Project is to cease, Funds for the project will be terminated.

16.3 If the Project Leader’s involvement with the Project is to cease, another Investigator who was an original Chief Investigator or APDI Fellow on the Proposal may become the Project Leader.

16.4 If an APDI Fellow is no longer able to continue working on a Project, the APDI Fellowship element for that person will be terminated. As APDI Fellowships are awarded based on the quality of the candidate and the project, an APDI Fellowship cannot be transferred to another person. If an APDI Fellow is the only Specified Personnel on a Project and discontinues their involvement with the Project, the funding condition set out in clause 5.2(b) will not have been satisfied and the Project will be terminated. If an APDI Fellow is not the only Specified Personnel on a Project and is no longer able to continue working on a Project, and the APDI Fellowship is in its penultimate or final year, any unspent Funding for the APDI Fellowship may be used for the Project for other purposes providing it is approved by the Minister and is in accordance with the ‘Project Description’ included in the Proposal.

16.5 If the ARC considers that a Project is not viable without an APDI Fellow’s contribution to the Project, and/or the Funding for a Project decreases to below the equivalent of $30,000 per annum, funding for the Project may be terminated.

16.6 If an APDI Fellow is the only Specified Personnel on a Project, and her/his involvement with the Project is to cease or be reduced significantly, Funding for the Project will be terminated.

16.7 If a Linkage Industry Fellow is no longer able to continue the Project and the temporary transfer period associated with the LIF has not commenced, or not completed, the LIF component will be terminated. A LIF component cannot be transferred to another person. Any unspent Funding for the LIF component may not be used to fund other activities or other work on the Project and must be refunded to the ARC.

17. **Transfer of Project, APDI Fellowship or Specified Personnel**

17.1 The Administering Organisation must promptly notify the ARC of any Specified Personnel on a Project who moves to an Eligible Organisation other than the Administering Organisation at any time during the Funding Period for that Project.

17.2 If the transferring Specified Personnel is the Project Leader, then the Administering Organisation may seek the Minister’s approval for the transfer of the Project to a new Eligible Organisation, by the submission of a *Variation of Funding Agreement* outlining arrangements for the continuation of the Project and the continued administration of the
funding. The relevant *Variation of Funding Agreement* form is available on the ARC website.

17.3 If the proposed arrangements include a transfer of the Funding from the Administering Organisation to another Eligible Organisation (‘the recipient Eligible Organisation’), the Minister shall have regard to the circumstances surrounding the proposed transfer and may approve the transfer subject to such conditions as the Minister considers appropriate. The request must provide evidence that:

(a) the following parties agree to the transfer:
   i. the Administering Organisation;
   ii. the Partner Organisation(s); and
   iii. the recipient Eligible Organisation;

(b) the recipient Eligible Organisation and the Project’s Partner Organisation will enter into a written partner agreement of the type set out in clause 11.

17.4 When the ARC receives a request for the transfer of Funding, it may seek the Minister’s approval for the transfer of unspent Funds and indicative Funding for the Project and any Assets as outlined in clause 23 to the recipient Eligible Organisation.

17.5 If Ministerial 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;
   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; and
   iii. enter into a written partner agreement with the Project’s Partner Organisation(s) of the type set out in clause 11.

17.6 If a Chief Investigator or APDI Fellow changes organisation and the Minister’s approval is not given for arrangements for the continuation of the Project and the continued administration of the Funding, the Project may be terminated and any unspent funds recovered by the ARC.

17.7 If funding for a Project which was previously administered by another Eligible Organisation is to be transferred to the Administering Organisation, the Administering Organisation must ensure that the Project which is being transferred and the Specified Personnel performing the Project satisfy the eligibility and accountability requirements of the Funding Rules and terms and conditions of this Agreement.

17.8 Relocation expenses associated with the transfer of any Specified Personnel from another...
Eligible Organisation to the Administering Organisation will not be reimbursed by the ARC. Funds provided under this Agreement may be used for relocation expenses for an APDI Fellow where such costs are not prohibited by a Special Condition in Schedule A.

17.9 The Project or any equipment purchased with either the Funding or the Project’s Partner Organisation Contribution (including any equipment which comprises the Partner Organisation Contribution) must not be transferred to the recipient Eligible Organisation until Ministerial approval for the transfer of the Funding is granted.

18. Negation of Employment by the Commonwealth

18.1 Specified Personnel 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 Specified Personnel and the Administering Organisation shall not by virtue of this Agreement 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 Projects (including APDI Fellowship elements) must be conducted in accordance with any Special Conditions specified in this Agreement and with any other requirements or conditions imposed by the Minister in connection with any Funding covered by this Agreement.

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

19.3 All parties involved in or associated with a Project are required to disclose to the ARC, and the other parties involved in the Project (including the Partner Organisation(s)), affiliations with, or financial involvement in, any organisation which has, or is likely to have, a direct interest in the subject matter or outputs of the Project. Such parties are required to disclose to the ARC at the time of submission of the Proposal, and in reporting on a Project, any 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 Specified Personnel 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/AU Australian Code for the Responsible Conduct of Research Practice (2007).

19.5 If the Administering Organisation or any Specified Personnel has failed to disclose a Conflict of Interest, the Commonwealth may do any of the things provided for in clause 5.3.

19.6 Each Project must, unless otherwise approved by the ARC in writing, conform to the principles outlined in the following and their successor documents:

(a) the Joint NHMRC/ARC/AU Australian Code for the Responsible Conduct of Research (2007);
(b) as applicable, the NHMRC/ARC/AVCC National Statement on Ethical Conduct in Human Research (2007); and

(c) as applicable, the NHMRC’s other codes on animal research.

20. **Conduct of Elements of Projects - Identification of APDI Fellows and Linkage Industry Fellows**

20.1 If a Project has an APDI Fellowship element, the names of the persons awarded the APDI Fellowships and the salary plus on-costs appear in Schedule A. The Administering Organisation must conduct Projects involving APDI Fellowships in accordance with the Special Conditions for APDI Fellowships specified in Schedule D. The Special Conditions for APDI Fellowships form part of this Agreement.

20.2 If a Project has a LIF element, the name of the person who will undertake the temporary transfer associated with the LIF, and the salary plus on-costs to be funded by the ARC will appear in Schedule A. The Administering Organisation must conduct Projects involving LIFs in accordance with the Special Conditions for LIFs specified in Schedule F. The Special Conditions for LIFs form part of this Agreement.

21. **Material Produced Under this Agreement, Publication 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 all Specified Personnel (Chief Investigators, Partner Investigators, APDI Fellows and Linkage Industry Fellows):

(a) take reasonable care of, and safely store, any data, 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, 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 Publication and dissemination of Project outputs and outreach activity costs may be supported at up to two (2) per cent of total ARC Funding awarded to the Project. The ARC strongly 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.

21.4 The Final Report must justify why any publications from a Project have not been deposited in appropriate repositories within 12 months of publication. The Final Report must outline how data arising from the Project has been made publicly accessible where appropriate.

21.5 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, Chief Investigators and APDI Fellows agree 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 Chief Investigator and/or APDI Fellow has failed to meet the
obligation to assess proposals assigned by the ARC for assessment, the ARC may notify
the Administering Organisation in writing of that failure.

22.3 If a Chief Investigator and/or APDI Fellow does not undertake assessment of the assigned
proposals within a period specified by the ARC of the notice referred to in clause 22.2, the
Administering Organisation will be considered to be in breach of this Agreement and
Funding for the relevant Projects including APDI Fellowships on which the Chief
Investigator and/or APDI Fellow is listed as Specified Personnel under this Agreement
may be terminated.

23. Assets

23.1 Unless otherwise approved by the ARC, Assets purchased with Funding must be
purchased for the exclusive purposes of the Project for the duration of the Funding Period.

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

23.3 The Administering Organisation shall ensure that any Personnel shall have first priority in
the use and operation of equipment purchased for the Project and the Administering
Organisation must, so far as is practicable, permit persons authorised by the Minister or the
ARC to have priority access to that equipment in preference to other persons.

23.4 Unless otherwise approved by the ARC, the ownership of any Asset purchased wholly or
partly with the Funding shall be vested in the Administering Organisation, located on its
campus and listed in its assets register unless:

(a) otherwise specified in the Proposal or provided for in Schedule A;

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

(c) the Project is transferred to another organisation in accordance with clause 17, in which case, subject to the agreement of both the Administering Organisation and the recipient Eligible Organisation under that clause, the equipment purchased with Funds provided under this Agreement for the relevant Project may be transferred in accordance with clause 17.9.

24. Intellectual Property

24.1 The Administering Organisation must adhere to an Intellectual Property policy, approved
by the Administering Organisation’s governing body, which has as one of its aims the
maximisation of benefits arising from research. The ARC makes no claim on the
ownership of Intellectual Property brought into being as a result of the Projects for which
Funding is provided.

24.2 Unless otherwise approved by the ARC, the Administering Organisation’s Intellectual
Property policy referred to in clause 24.1 must comply with the National Principles of
Intellectual Property Management for Publicly Funded Research as amended from time to
time.

24.3 The Administering Organisation, 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 co-operate with any reasonable demands or inquiries made by the Privacy Commissioner or the CEO in relation to the management of personal information by the Administering Organisation, or breaches, or alleged breaches, of privacy;

(d) to ensure that any person who has an access level which would enable that person to obtain access to any personal information (as defined in the *Privacy Act 1988*) is made aware of, and undertakes in writing, to observe the Information Privacy Principles referred to in paragraph (a) above;

(e) to comply with any policy guidelines laid down by the Commonwealth or issued by the Privacy Commissioner from time to time relating to the handling of personal information;

(f) to comply with any reasonable direction of the CEO to observe any recommendation of the Privacy Commissioner relating to any acts or practices of the Administering Organisation that the Privacy Commissioner considers to be a breach of the obligations in paragraph (a) above;

(g) to comply with any reasonable direction of the CEO to provide the Privacy Commissioner access for the purpose of monitoring the Administering Organisation’s compliance with this clause;

(h) to 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.

26.4 This clause has precedence over clause 14.3 Confidentiality outlined in the Linkage Projects Funding Rules for funding commencing in 2012.

27. Compliance with Commonwealth Policies

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

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

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

27.4 The Administering Organisation shall, in its dealings with its employees, have due regard to Commonwealth policies on employment, including the Fair Work Act 2009, and obligations under relevant occupational health and safety laws.

28. Acknowledgments, Publications and Publicity

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

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

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

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

29.2 Records maintained under clause 29.1 must be retained by the Administering Organisation for each Project for a period of no less than 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.

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

30.2 The ARC may conduct ad hoc on-site reviews in relation to financial and other reports to ensure that the terms of this Agreement are being, or were, met and that reports submitted to the ARC are an accurate statement of compliance by the Administering Organisation and are not misleading. Persons nominated by the ARC to conduct these reviews are to be given full access by the Administering Organisation, if required, to all accounts, records, documents and premises in relation to the Funding and the administration of the Funds in general.

30.3 The Administering Organisation must:
   (a) provide information to the Scheme Coordinator, or a person nominated by the Scheme Coordinator, as reasonably required by the Scheme Coordinator;
   (b) comply with all reasonable requests, directions, or monitoring requirements received from the Scheme Coordinator; and
   (c) cooperate with and assist the ARC in any review or other evaluation that the ARC undertakes.

31. Access to Premises and Records
31.1 The Administering Organisation must, at all reasonable times, give to the CEO or any person authorised in writing by the CEO:
   (a) unhindered access to:
      i. the Administering Organisation’s employees;
      ii. premises occupied by the Administering Organisation; and
      iii. Material; and
   (b) reasonable assistance to:
i. inspect the performance of any or all Projects;

ii. locate and inspect Material relevant to any Project or the Administering Organisation’s compliance with this Agreement or the Scheme; and

iii. make copies of any such Material and remove those copies and use them for any purpose connected with this Agreement or the Scheme.

31.2 The access rights in clause 31.1 are subject to:

(a) any agreement to the contrary with a Partner Organisation which can be justified to the satisfaction of the ARC on the grounds of commercial sensitivity (including Intellectual Property considerations);

(b) the provision of reasonable prior notice by the ARC; and

(c) the Administering Organisation’s reasonable security procedures.

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

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

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

31.6 The Auditor-General, or a delegate of the Auditor-General for the purpose of performing the Auditor-General’s statutory functions, at reasonable times and on giving reasonable notice to the Administering Organisation, may:

(a) require the Administering Organisation to provide records and information which are directly related to this Agreement;

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

(c) where relevant, inspect any Commonwealth Assets and Commonwealth Material held on the premises of the Administering Organisation.

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

32. Reporting Requirements

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

32.2 End of Year Report

(a) The Administering Organisation must submit an End of Year Report by 31 March in the year following each full calendar year for which the Funding was awarded. The ARC will provide the Administering Organisation with a pro forma for this report.

(b) As part of the End of Year Report, the Responsible Officer must certify for each Project what the Partner Organisation Cash and In-Kind Contribution has been in relation to that Project. The Responsible Officer must also:

   i. certify for each Project that the Partner Organisation Contribution has been provided in accordance with the written partner agreement entered into under clause 11, and that, to the best of her/his knowledge, the Partner
iii. the reasons why the unspent Funds are required to be carried over.

(d) Under paragraph 58(1)(e) of the ARC Act, Funds provided by the Commonwealth to the Administering Organisation which are not spent during the year of the Funding Period to which those funds were allocated may be carried over if approved by the Minister. If the Administering Organisation wishes any Funds to be carried over from one year to the next year, the Administering Organisation must request this approval in the End of Year Report for the calendar year for which those Funds were initially paid.

(e) 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), written justification must be provided.

(f) Funds may be carried over more than 12 months only in exceptional circumstances and subject to approval by the Minister. Separate written justification must be provided in this instance.

32.3 Progress Report

(a) Years 1 and 2 for a 3 Year Project, and Years 1, 2 and 4 for a 5 Year Project: Report by Exception. A Progress 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. When required, the Administering Organisation must ensure that Project Leaders provide a Progress Report in respect of each affected ongoing Project by 31 January of each year, except in the first year of funding, on a form which will be made available on the ARC website.

(b) Year 3 of a 5 Year Project: A Progress Report must be submitted on a form which will be made available on the ARC website.

(c) 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. The Administering Organisation of a Project for which a Progress Report was deemed inadequate or unsatisfactory may be contacted for further information.

(d) 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.

(e) Unsatisfactory progress on any Project may be noted against any further proposals under any ARC scheme submitted on behalf of the Chief Investigators and/or APDI Fellows and may be taken into account in the assessment of those proposals.

32.4 Final Report

(a) Unless otherwise approved by the ARC, the Administering Organisation must ensure
that Final Reports are provided for each Project within 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 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 12 months of publication. The Final Report must outline how data arising from the Project has 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, 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 Chief Investigators and APDI Fellows and may be taken into account in the assessment of those proposals.

(e) If the Final Report is not submitted on time, this will be noted against any further proposals under any ARC scheme submitted on behalf of the Chief Investigators and APDI Fellows and may be taken into account in the assessment of those proposals.

(f) Proposals submitted under any ARC scheme on behalf of any Chief Investigator or APDI Fellow on a Project for which the Final Report is outstanding may be deemed ineligible for approval of funding.

32.5 Audited Financial Statement

(a) In accordance with section 58 of the ARC Act, the Administering Organisation must submit an Audited Financial Statement by 30 June for each year following each calendar year for which the Funding was awarded.

(b) In completing the Audited Financial Statement, the Administering Organisation must ensure that the amount shown in that statement as ‘approved carry forward funds’ is the same as the amount (if any) for which approval was given by the ARC to carry over in the End of Year Report.

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

33. Australian Research Integrity Committee

33.1 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 Australian Code for the Responsible Conduct of Research (2007).

34. Copyright in Proposals and Reports

34.1 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; or
(e) the sharing of information by the ARC within the ARC’s organisation, or with another Commonwealth Department or agency, or Commonwealth Minister or parliamentary committee, where this serves the Commonwealth’s legitimate interests;

or where the use, reproduction or publication of the material is authorised or required by law.

34.2 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.

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

35. **Recovery of Unspent Funds or Overpayments of Funds**

35.1 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.

35.2 The Commonwealth may offset the unspent or overpaid Funds against the total of any further Funds payable to the Administering Organisation.

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

36. **Indemnity**

36.1 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.

36.2 The Administering Organisation’s liability to indemnify the Commonwealth under clause 36.1 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.

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

37. **Insurance**

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

38. **Dispute Resolution**

38.1 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 38 has been followed.

38.2 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 10 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 no 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.

38.3 This clause 38 does not apply to action that the Commonwealth takes, or purports to take, under clause 5, 35 or 39 or where a Party commences legal proceedings for urgent interlocutory relief. (Clause 5 relates to payment of funds, clause 35 relates to recovery of unspent funds or overpaid funds, clause 39 relates to termination).

38.4 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.

39. Termination of the Agreement

39.1 Termination of Funding for a Project
The ARC may immediately terminate Funding for a Project by notice in writing to the Administering Organisation if:
(a) the ARC reasonably believes that any one or more of the Funding conditions specified in clause 5.2 has/have not been satisfied in relation to that Project;
(b) the ARC reasonably believes that it has received inaccurate, incomplete or misleading information in relation to that Project, including in the Proposal or in any report provided under this Agreement;
(c) the Administering Organisation fails to comply as soon as possible with any additional Ministerial requirement or condition notified by the ARC under clause 3.2; or
(d) the ARC receives notice that work on the Project will cease, or has ceased.

39.2 If the ARC terminates Funding for a Project under clause 39.1:
(a) the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on the Project;
(b) the Administering Organisation must provide the reports required by this Agreement (or as otherwise notified by the ARC), within the timeframes specified in this Agreement (or as otherwise notified by the ARC); and
(c) the ARC may recover all or any Funding for the Project in accordance with clause
5.3. **Termination of Agreement**

The ARC may immediately terminate this Agreement by notice in writing to the Administering Organisation if:

(a) the ARC reasonably considers there is fraud, misleading or deceptive conduct on the part of the Administering Organisation or any Specified Personnel or a Partner Organisation in connection with any Project;

(b) the Administering Organisation fails to comply as soon as possible with any Ministerial requirement or condition notified by the ARC under clause 3.2;

(c) the Administering Organisation commits any breach of this Agreement that the ARC, acting reasonably, considers is capable of remedy, and has failed to rectify that breach within 30 days of receiving an earlier notice from the ARC requiring the breach to be remedied; or

(d) the Administering Organisation commits any material breach of this Agreement which the ARC, acting reasonably, considers is not capable of remedy.

39.4 If the ARC terminates this Agreement under clause 39.3:

(a) the Administering Organisation must immediately take all available and reasonable steps to stop any further expenditure of Funding on all Projects;

(b) the Administering Organisation must provide all reports required by this Agreement (or as otherwise notified by the ARC), within the timeframes specified in this Agreement (or as otherwise notified by the ARC); and

(c) the ARC will immediately stop payment of all Funding under this Agreement and may recover from the Administering Organisation (by notice in writing) any unspent Funds as at the date of termination and any Funds not spent in accordance with this Agreement.

39.5 Any amount notified to the Administering Organisation as payable under clause 39.4(c) is a debt due to the ARC (without further proof of the debt being necessary), payable within 30 days of the date of the notice.

39.6 Subject to clause 23.4, after the expiration or termination of this Agreement the Administering Organisation retains ownership of all Assets purchased using the Funds.

### 40. Compliance with Law

40.1 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.

40.2 The Administering Organisation acknowledges that:

(a) Chapter 7 of the *Criminal Code* provides for offences which attract substantial penalties, including theft of Commonwealth property and other property offences, obtaining property or financial advantage by deception, offences involving fraudulent conduct, bribery, forgery and falsification of documents;

(b) it is aware that giving false or misleading information is a serious offence under the *Criminal Code*;

(c) the publication or communication of any fact or document by a person which has come to her/his knowledge or into her/his possession or custody by virtue of the performance of this Agreement (other than a person to whom the Administering Organisation is authorised to publish or disclose that fact or document) may be an offence under section 70 of the *Crimes Act 1914*, punishment for which may be a...
maximum of two years imprisonment;

(d) in respect of data, including personal information, held in connection with this Agreement, any unauthorised and intentional access, destruction, alteration, addition or impediment to access or usefulness of the data stored in any computer in the course of performing this Agreement is an offence under Part 10.7 of the Criminal Code which may attract a substantial penalty, including imprisonment;

(e) it is aware of the provisions of section 79 of the Crimes Act 1914 relating to official secrets;

(f) it is aware of its obligations under Part 4 of the Charter of United Nations Act 1945 and the Charter of United Nations (Terrorism and Dealing with Assets) Regulations 2002; and

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

40.3 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.


41. Liaison

41.1 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 shall be made through the Responsible Officer of the Administering Organisation and shall be directed to the Scheme Coordinator at the following address:

Scheme Coordinator (Linkage Projects)
Australian Research Council
GPO Box 2702
CANBERRA ACT 2601

Phone: 02 6287 6600
Fax: 02 6287 6638
Email: ARC-LinkageProjects@arc.gov.au

42. Applicable Law

42.1 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.
SCHEDULE A
Details of Projects to receive funding by the Commonwealth
SCHEDULE B

ARC notional Award rates* and other allowances

* The figures below are based on the 2011 levels of funding and will be subject to variation (for example, due to annual indexation). Updated levels will be available on the ARC website at www.arc.gov.au/applicants/salaries.htm.

B1. ARC notional APDI Fellowship salary

<table>
<thead>
<tr>
<th>Salary</th>
<th>28% on-costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>APDI Fellowship</td>
<td>$64,949</td>
<td>$18,187</td>
</tr>
</tbody>
</table>

B2. ARC notional Teaching Relief contribution

Funding may also be used to fund the relief of Chief Investigators from teaching or other duties up to a maximum of 6 months (2 or 3 year Project) or 12 months (4 or 5 year Project) per CI over the duration of the Project, for up to two CIs per Project, if it is specified as a Special Condition for a Project in Schedule A. If approved for a Chief Investigator, the ARC’s funding contribution is limited to a maximum rate of $69,758 per annum or pro-rated for a lesser period (regardless of the level of appointment of the CI).

B3. PhD annual stipend rates

The annual rate for a full time PhD stipend under this Funding Agreement is a minimum of $27,651.
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 Chief Investigator of the Project must obtain agreement in principle for the importation from the appropriate Commonwealth and State authorities.

C2. *Research Involving Humans or other Animals:* If any Project conducted by the Administering Organisation involves research on, or involving humans or other animals, the Administering Organisation must ensure that the codes adopted for these purposes by the National Health and Medical Research Council are complied with and that the Project may not commence without clearance from the Administering Organisation’s Ethics or Biosafety Committee (or equivalent) and from any other relevant authority.

C3. *Deposition of Biological Materials:* Any biological material accumulated during the course of a Project shall be transferred to an Australian body with statutory responsibility for control of such material. If no such body is available to take control of the biological material then the Administering Organisation must dispose of the material in accordance with the Administering 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 Data Archive (ADA) 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 a Chief Investigator 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 an Australian Postdoctoral Fellowship (Industry) (APDI Fellowship) Element

D1. Commencement of APDI Fellowship

D1.1 The Administering Organisation must ensure that APDI Fellows commence their APDI Fellowship in accordance with clause 13 of this Agreement.

D1.2 The Administering Organisation must ensure that an APDI Fellow does not commence the APDI Fellowship until after he/she has been awarded their PhD.

D2. Use of the Funding - APDI Fellow’s Salary

D2.1 The Administering Organisation must provide salary funding to each APDI Fellowship holder named in Schedule A for the duration of her/his APDI Fellowship at least at the level of the ARC notional salary as listed in Schedule B (or as otherwise varied by the ARC).

D2.2 Subject to item D4 below, the duration of funding for an APDI Fellowship is a maximum of three years. Funding for an APDI Fellowship will not be extended beyond three years except as provided for in items D4.5, D4.6, D4.7 and D6 below.

D2.3 The Administering Organisation must make up any shortfall between the ARC notional APDI Fellowship salary and on-costs, and the prevailing salary levels for other academic staff at a similar level, from sources other than these Funds, so that the APDI Fellows are no worse off financially than their peers.

D3. Use of the Funding - Relocation Expenses

D3.1 Subject to clause 5.2(d), Funding may be used for relocation expenses for an APDI Fellow, in accordance with the policies of the Administering Organisation. The Administering Organisation cannot make a claim to the ARC for reimbursement of monies used for the purpose of APDI relocation.

D4. Conditions of Employment of APDI Fellows

D4.1 APDI Fellows may not hold another position for which they receive, or will be receiving, remuneration at either the Administering Organisation or at another Eligible Organisation, unless otherwise approved in writing by the ARC. If the Administering Organisation has not obtained the ARC’s approval in writing for an APDI Fellow to hold another remunerated position, the Administering Organisation must ensure prior to the commencement of the APDI Fellowship that the APDI Fellow will not be receiving remuneration for any other position at an Eligible Organisation (including at the Administering Organisation).

D4.2 The Administering Organisation shall recognise APDI 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 item D4.3]. Unless the Minister
otherwise determines, or as otherwise approved by the ARC, the provision of salaries, recreation leave, sick leave and other conditions of employment for APDI Fellows shall be those of the Administering Organisation.

D4.3 APDI Fellows may not accept additional appointments or remuneration without the prior written agreement of the Administering Organisation and the ARC. Notwithstanding item D4.1, an APDI Fellow may undertake teaching, research supervision or academic duties in addition to performing the Project but only where it enhances the APDI Fellow’s research.

D4.4 The Administering Organisation must ensure that, during the APDI Fellowship period, an APDI 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 APDI Fellowship period by arrangement between the APDI Fellow and the Administering Organisation. However, the Commonwealth will not provide additional funds to cover accrued leave proposed to be taken after the APDI Fellowship period has expired or been terminated. If an APDI Fellow’s salary entitlements for recreation leave accrued during the APDI Fellowship are to be funded from the Funding, the APDI Fellow must take her/his recreation leave during the period of APDI Fellowship.

D4.5 The Administering Organisation shall ensure that eligible APDI Fellows are entitled to up to 14 weeks’ paid maternity leave, during the duration of their APDI Fellowship. The Commonwealth will provide up to 14 weeks’ additional funding for this purpose and the APDI Fellowship period will be extended for a period equivalent to the duration of the paid maternity leave. The additional funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement. The relevant Variation of Funding Agreement form will be made available by the ARC.

D4.6 The Administering Organisation must ensure that eligible APDI Fellows are entitled to take up to two weeks’ paid partner/parental leave at the time of birth or adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide up to two weeks’ additional funding for this purpose and the APDI Fellowship period will be extended for a period equivalent to the duration of the paid partner/parental leave. The additional funding for this purpose is to be claimed by the Administering Organisation through submission of a Variation of Funding Agreement. The relevant Variation of Funding Agreement form will be made available by the ARC.

D4.7 In addition to recreation leave as provided for in item D4.4 and maternity and paid partner/parental leave as provided for in items D4.5 and D4.6 above respectively, an APDI Fellow may take additional leave of up to 12 months in total during the duration of the APDI 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 APDI 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 APDI Fellowship period may be extended accordingly. The Funds for the APDI Fellowship which would otherwise have been payable during the period(s) when additional leave is taken will continue to be paid to the Administering Organisation during the leave period(s) and are to be held on trust by the Administering Organisation during the leave period(s). Other than in the circumstances provided for in items D4.5 and D4.6 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/APDI Fellowship.

D4.8 Funding for APDI Fellow 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.

D5 Infrastructure

D5.1 The Administering Organisation must provide APDI Fellows 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 APDI Fellow’s research Project.

D6. Suspension of an APDI Fellowship to undertake other employment

D6.1 An APDI Fellow may apply with the consent of the Partner Organisation, for a suspension of the APDI Fellowship for a period of up to 12 months in total during the APDI Fellowship period to enable the APDI Fellow to undertake other employment. This may occur if, for example, an APDI Fellow is offered a short-term teaching or research position or to gain work experience in industry. The suspension may be approved only if the work to be carried out during the suspension period(s) is, in the opinion of the ARC, reasonably closely related to the research being performed under the APDI Fellowship by the APDI Fellow. The APDI Fellowship period may be extended for a period equal to the duration of the approved suspension(s). The Funds for the APDI Fellowship 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 or delay in finalisation of the Project/APDI Fellowship.

D6.2 Subject to item D6.1, if the proposed suspension is to commence after the first 12 months of the Project and is for six months or less, the Administering Organisation may, at its discretion and with the consent of the Partner Organisation, approve the suspension.

D6.3 If the proposed suspension is to commence within the first 12 months of the Project or is to be more than six months' duration, the Responsible Officer must apply to the ARC to seek approval of the suspension. The relevant Variation of Funding Agreement form will be made available by the ARC.

D6.4 Subject to item D6.2, a suspension of an APDI Fellowship 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 APDI Fellowship.
D7. **Relinquishment of an APDI Fellowship**

D7.1 The Administering Organisation must require APDI Fellows to give one month’s notice to the Administering Organisation if they intend to cease working on a Project or reduce their involvement on the Project or relinquish the APDI Fellowship.

D7.2 The Administering Organisation must notify the ARC through submission of a *Variation of Funding Agreement* as soon as possible after it becomes aware that an APDI Fellowship holder named in Schedule A intends on terminating her/his APDI Fellowship, or is not able to continue performing the Project, in the same capacity as provided for in the award of the APDI Fellowship. The relevant *Variation of Funding Agreement* form will be made available by the ARC.

D7.3 The Administering Organisation must advise the ARC of any significant change in circumstances or the relinquishment of an APDI Fellowship by a fellowship holder named in Schedule A through submission of a *Variation of Funding Agreement*. The relevant *Variation of Funding Agreement* form will be made available by the ARC.

D7.4 If the ARC does not consider a Project viable without an APDI Fellow’s ongoing contribution to the Project, funding for the Project in its entirety may be terminated with effect from the date of the changed circumstances and the Commonwealth may recover any or all unspent Funds in accordance with this Agreement.

D7.5 If the ARC does consider the Project to be viable without the APDI Fellow’s contribution, the APDI Fellowship component of the Project may be terminated and the Commonwealth may recover any unspent Funds relating to the APDI Fellowship for that APDI Fellow.

D8. **Conflict of Interest**

D8.1 An APDI Fellow’s involvement in the proposed project must not generate or represent a significant Conflict of Interest. The APDI Fellow 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.
SCHEDULE E
Evaluation of the adequacy of Partner Organisation cash and in-kind contributions for the Linkage Projects Scheme

This Schedule is to be used in determining the value of Partner Organisation Contributions that are required to be provided by Partner Organisations to the Administering Organisation to at least match dollar-for-dollar the financial assistance to be provided by the Commonwealth for Projects within the Linkage Projects Scheme.

E1. Underlying principles and practical considerations

E1.1 The primary objectives in examining the Partner Organisation Contribution are to ensure that:

(a) the available support is adequate for the successful completion of the Project;

(b) the total Partner Organisation Contribution matches at least dollar-for-dollar the financial assistance provided by the Commonwealth over the life of the Project. (Section 6.4 of the Funding Rules describes the financial commitment requirements of Partner Organisations); and

(c) the Partner Organisation Contribution is in accordance with the budget, aims and research plan contained in the Proposal or an approved revised budget, aims and research plan.

E1.2 The Partner Organisation Contribution requirements specified in clause 11.5 of this Agreement must be met.

E1.3 In-kind contributions that are shown to be essential and central to the conduct of the Project are given full recognition in evaluating the Partner Organisation Contribution. The onus is on the Administering Organisation to establish the merit of the case for recognition of the level and extent of the in-kind contributions. As a general rule, the value of in-kind contributions should reflect current internal and non-commercial rates.

E1.4 If the amount of total Commonwealth Funding for a Project varies from the amount sought in the Proposal for the Project, the Project Leader must discuss the matter with the Partner Organisation. If the Partner Organisation agrees that the research Project is viable within the parameters of the varied amount of Commonwealth funding, pro-rata adjustments may be made to the Proposal budget in accordance with clause 11.

E1.5 The Project Leader is responsible for providing the Research Office of the Administering Organisation with evidence of any such Partner Organisation agreement for Funding acquittal and reporting purposes.

E1.6 In-kind contributions to a Project may include, but are not restricted to, scientific liaison and management, direct technical support, or unique access to reagents, data, processors or equipment.

E1.7 Corporate membership or subscription fees in industrial consortia do not qualify as Partner Organisation Contributions but the allocation of designated research funds, together with the identification of the linkages between the member and the Project, do qualify.
SCHEDULE F
Special Conditions Applicable for Projects with a Linkage Industry Fellowship (LIF) Element

F1. Use of the Funding
F1.1 Funding specified in Schedule A for a Linkage Industry Fellowship (LIF) must be used only for the purpose of salary-related costs associated with a temporary transfer of the researcher identified in Schedule A as the Linkage Industry Fellow.

F1.2 The LIF must involve a physical transfer of the Linkage Industry Fellow for the duration of the LIF from one of the Eligible Organisations participating on the Project to one of the other Eligible or Partner Organisations participating on that Project, or vice versa.

F2. Commencement and timing of LIF
F2.1 The Administering Organisation must ensure that the LIF is commenced and implemented in accordance with the arrangements described in the Proposal, or in accordance with modified arrangements approved by the Minister.

F2.2 The temporary transfer period must occur entirely within the Funding Period (see clause 4 of this Agreement).

F3. Changes to Linkage Industry Fellowships
F3.1 If a Linkage Industry Fellow is not able to undertake or continue the temporary transfer as specified in the Proposal or as subsequently approved by the ARC, or is otherwise unable to continue the Project, the Funding for the LIF element of the Project will be terminated and the Administering Organisation will be required to refund any unspent funds relating to the LIF element. The Administering Organisation shall inform the ARC by the submission of a Variation of Funding Agreement. The relevant Variation of Funding Agreement form will be made available by the ARC.

F3.2 If the ARC does not consider a Project viable without the LIF contribution to the Project and the Linkage Industry Fellow is not able to undertake or complete the temporary transfer arrangements associated with the LIF, the Funding for the Project as a whole will be terminated.

F4. Reporting
F4.1 Any Progress Report which covers the period of the transfer of the LIF and the Final Report must include information on the progress or outcomes of the LIF.
IN WITNESS WHEREOF the parties have agreed to this Agreement on the date first above written.

SIGNED for and on behalf of
THE COMMONWEALTH OF AUSTRALIA

by ............................................................…
insert name of signatory above

the ............................................................…
insert signatory’s title above

of the Australian Research Council

In the Presence of:

............................................................…
insert name of witness above

............................................................…
insert name of witness above

SIGNED for and on behalf of
[Administering Organisation]

by ............................................................…
insert name of signatory above

the ............................................................…
insert signatory’s title above

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

In the Presence of:

............................................................…
insert name of witness above

............................................................…
insert name of witness above

Funding Agreement for Linkage Projects funding commencing in 2012