

UQ/CRE Letterhead

[Date]

[Early Career Researcher's Name]

[Address]

[City, State, Postcode]

Dear [Researcher's Name],

Conditions of award Frailty-ADD CRE Research Project Seed Funding AUD \$10,000

Congratulations on being selected as a recipient ('the recipient') of seed funding through the NHMRC funded Centre of Research Excellence: Improving Hospital Outcomes for Frail Patients Across Different Disciplines ([Frailty-ADD CRE], APP2015821 CIA Hubbard) administered by The University of Queensland (UQ). The Frailty-ADD CRE operates within the infrastructure of the Australian Frailty Network ([AFN] MRF2016045 CIA Hubbard).

This agreement outlines the terms and conditions associated with the award of AUD \$10,000 to support your proposed research project titled "[Project Title]."

1. Terms and Conditions

- a. **Obligations:** The parties acknowledge that the NHMRC Funding Agreement ([MREA-Funding-Agreement-2023.pdf](#)) imposes various obligations on UQ as administering institution for the Frailty-ADD CRE grant award. The recipient agrees to act in a manner that is consistent with and enables UQ to meet all UQ's obligations under the NHMRC Funding Agreement, including reporting, ethical and regulatory compliance, and financial management obligations relating to the CRE and Funding. Importantly, the recipient agrees that any institutional approvals, including ethics clearance necessary for the performance of their project, where applicable, must be obtained prior to the commencement of their project.
- b. **Intellectual Property (IP):** All research findings and data generated from the funded project will remain the IP of the recipient. UQ, via the Frailty-ADD CRE Steering Committee, retains the right to use the research outputs for academic and educational purposes. Any potential commercialisation of research findings will be subject to separate agreements and must be disclosed to UQ.
- c. **Termination:** This agreement may be terminated by either party upon thirty (30) days written notice. If the recipient fails to adhere to the reporting requirements or use the funds as specified, UQ reserves the right to terminate the funding agreement immediately and request unspent funds be returned within 30 days.
- d. **Acknowledgement:** The recipient will acknowledge the support of Frailty-ADD CRE in all academic outputs and materials related to the research project, such as publications, presentations, and posters. For consistency, an appropriate acknowledgement statement will be provided to the recipient.
- e. **Main Results Publication:** The main findings of the research will be prepared for publication in a peer-reviewed journal. The recipient is required to provide a copy of the manuscript to the Frailty-ADD CRE Steering Committee for review 30 days prior to submission. All efforts will be made for timely turnaround of the Steering Committee's review so as not to unreasonably delay publication. Frailty-ADD CRE reserves the right to request modifications to ensure the integrity and accuracy of the information being disseminated.

2. Reporting Requirements

- a. **Financial Reporting:** The recipient agrees to maintain accurate and detailed records of expenses. A financial report itemising the use of the seed funding must be submitted within sixty (60) days of the project's completion.
- b. **Research Reporting:** The recipient is required to submit a final report summarising the research outcomes, methodologies used, findings and potential impacts within thirty (30) days of the project's conclusion. Progress updates may also be requested periodically. Progress and final reports may be shared publicly by Frailty-ADD CRE.
- c. **Australian Frailty Network (AFN) Annual Summit:** If requested by the Frailty-ADD CRE Steering Committee, the recipient agrees to present the research proposal at up to three future AFN Annual Summits. The content and mode of presentation (in-person or remote) will be mutually agreed upon. Any registration costs related to the Summit will be covered by the AFN and a travel bursary of up to \$1,000 for in-person attendance may be provided to the recipient at the discretion of the Frailty-ADD CRE Steering Committee.

3. Invoicing Details

The recipient shall invoice UQ for \$10,000 AUD. Invoices are to be provided in PDF format, contain reference to the recipient's name and project title, and clearly quote UQ's Purchase Order number (issued by Frailty-ADD CRE). The invoice should be emailed to invoices@uq.edu.au with a copy to afn@uq.edu.au. Payment will be made to the provided account within thirty (30) days of invoice receipt, assuming all conditions for release of the funds have been met.

To request a Purchase Order number please contact the Australian Frailty Network's Business Support Officer at afn@uq.edu.au.

Thank you for your commitment to advancing research in frailty. We look forward to working with you and seeing the outcomes of your research.

Sincerely,

Professor Ruth Hubbard
Lead Investigator, Frailty-ADD Centre of Research Excellence
Director, Australian Frailty Network

Acceptance

Please sign and return this Conditions of Award agreement to the Business Support Officer at afn@uq.edu.au by [Deadline]. Your signature will constitute acceptance of these terms and conditions.

I accept the terms and conditions of the seed funding as outlined in this Conditions of Award agreement.

Signature: _____

Date: _____

Print name: _____