

## GRANT AGREEMENT TERMS AND CONDITIONS

### General

1. Unless otherwise specified, grants are awarded for the period of two calendar years following the year of the grant decision. This is to minimise the need for CIAs to request extensions of time due to unexpected project delays.
2. The research undertaken must conform to the principles set out by the National Health and Medical Research Council's (NHMRC) [National statement on ethical conduct in human research \(2023\)](#) and the [Australian code of practice for the care and use of animals for scientific purposes](#) 8<sup>th</sup> edition 2013.  
Grant recipients are also encouraged to obtain a copy of the NHMRC [Australian code for the responsible conduct of research \(2018\)](#). It is the responsibility of the grant recipients to ensure that approval of the relevant Ethics Committees and site specific approval (research governance) if applicable is sought and obtained. A copy of the relevant approval(s) must be provided to the Research Administration Coordinator.
3. Funding is conditional upon declaration of any support received from other funding bodies and receipt of a copy of Ethics Committee approval.
4. Grant recipients must perform the activities specified in the grant application and notify ANZCA immediately if they are unable to perform, or to continue to perform, activities in relation to the Award.
5. Successful grant recipients agree to participate in future ANZCA grant review processes.
6. Recipients agree not to approach ANZCA Foundation private donors with further funding requests without Foundation involvement, or to otherwise adversely impact the Foundation's fundraising.

### Acknowledgement

6. Suitable acknowledgement must be made of the support given by ANZCA's foundation in the publication of reports, articles in any scientific journal or other publication or presentation of the research project. This should take the following form: *"This study was supported in part (or in full) by a grant from the ANZCA Foundation, Australian and New Zealand College of Anaesthetists."*
7. Applicants are requested to include the college logo (circulated with the grant letter of offer) in presentations when acknowledging the college and funding through the ANZCA Foundation.
8. The college requires that the initial presentation relating to this project be made at a college meeting.

### Finance

9. Grants must be expended in accordance with the project purpose and budget submitted in the original application and within the award period. Any amendments to the budget must be requested and submitted to the Research Administration Coordinator.
10. After all necessary clearances have been obtained by ANZCA, the grant recipient must provide to the Research Administration Coordinator a valid tax invoice within 12 months of the research grant being awarded.
11. Grant funds do not have to be held in a separate account; however a record must be kept of which existing accounts contain funds and expenditure records for each line of the grant budget. The administering institution must be able to produce accounts that demonstrate the deposit of grant funds to these accounts and related expenditure upon request.
12. Grant monies unclaimed after 12 months will revert to the funding pool.

### Reporting

13. Progress reports including expenditure to date, must be submitted by 1 September each year until the project is completed.
14. A final report including a financial acquittal against the agreed project budget must be made to the ANZCA Foundation within three months of the completion of the project.