

UQ HERA Collaborate

Conditions of Award

As a recipient of funds under the *HERA Collaborate* scheme, you are required to adhere to the following conditions of award:

General Conditions

- Recipients are required to be employed by The University of Queensland at the time of application and for the duration of the Award as specified in the scheme Guidelines.
- The Award must be expended within 12 months of receipt. Only partner cash contributions may be carried forward.

End-User Arrangements

- With the support of the Research Partnerships Team, it is the responsibility of the Chief Investigator to ensure that all relevant agreements are in place with the project partner prior to commencing end- user related research activities
- It is expected that a fully executed Letter of Agreement or equivalent be returned to the Research Office of The University of Queensland before any activities and expenditure on the project start.

Ethics and Regulatory Clearances

- It is the responsibility of the Chief Investigator to comply with the University's ethical/biosafety clearance requirements.
- Where ethical or biosafety clearances are required, no research requiring such clearances may commence until the necessary clearances have been obtained.
- If you are unsure whether you require clearance for your project, please refer to the web pages below:
 - Human Ethics: <http://www.uq.edu.au/research/integrity-compliance/human-ethics>
 - Animal Ethics: <https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/animal-ethics>
 - Biosafety Clearances: <https://staff.uq.edu.au/information-and-services/health-safety-wellbeing/health-safety-workplace/biosafety-chemicals-radiation>
 - Export controls: <https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/sanctions-and-export-controls>

Conflict of Interest

- Researchers should comply with UQ's [Conflict of Interest Policy](#) and disclose interests as they arise.

Expenditure of Funds

- Funds are awarded solely for the purpose of conducting the approved research project and should be expended in accordance with the budget provided in the approved application.
- Funds can be used to pay any category of research expenditure as detailed in the approved application. However, recipients are reminded that the following are *not* supported by HERA Collaborate:
 - The supplementation of projects being funded by other agencies;
 - Basic facilities and infrastructure (refer further information below);
 - Subsidy of general ongoing salaries and administration expenses.
 - Projects which consist primarily or substantially of conference travel;
 - Fees of overseas students;
 - Grant writing costs;
 - Publication costs; and
 - Indirect costs.
- Each award has been recorded as a 'block' grant with no apportionment between the various expenditure categories.
- If the grant is used to pay a salary (e.g. of a research assistant), the correct salary and salary on-costs must be used and we would encourage recipients to consult with their local HR officer.
- Projects with a cash contribution from a partner may require a Letter of Agreement (LOA) with the partner before the project can commence. The lead investigators must liaise with the Research Partnerships team in their Faculty/Institute to determine if an LOA is required.
- Projects without partner contributions, or projects with in-kind partner contributions only, do not require a LOA before commencing expenditure of funds.
- Unexpended funds will be recovered.

Duration of Support

- The Award must be expended within 12 months of receipt; carry forward is not permitted. Only partner cash contributions may be carried forward.

Relinquishment/Termination

- When a Chief Investigator withdraws from the project, because of resignation or other reasons, the Head of School or Centre/Institute Director concerned should inform the Research Office via hera@research.uq.edu.au.
- If the Deputy Vice-Chancellor (Research and Innovation) is not satisfied that the project can proceed without undue difficulty, the Award will be terminated.

- Unexpended funds will be recovered.

Reporting

- The recipient is required to include outcomes of the project, including a Financial Statement as part of their HERA Annual Report.
 - For further advice concerning the Conditions of Award, recipients of a HERA Collaborate award should contact the Research Office via email at hera@research.uq.edu.